MATERIAL REVIEWED AT CIA HEADQUARTERS BY
HOUSE SELECT COMMITTEE ON ASSASSINATIONS STAFF MEMBERS
SECRET

FILE TITLE/NUMBER/VOLUME: Phillips, DAVID ATLEE

INCLUSIVE DATES: 28 MAY 1952 - 13 MAY 1975
CUSTODIAL UNIT/LOCATION: OP
ROOM: 5E13
DELETIONS, IF ANY:

DATE RECEIVED	DATE RETURNED	REVIEWED BY (PRINT NAME)	SIGNATURE OF REVIEWING OFFICIAL
2/10/78	2/10/78	DAN HARDWAY	Dan Hardway
17 Apr 78 (9:45)	8/17/78	DAN HARDWAY	Dan Hardway

NO DOCUMENTS MAY BE COPIED OR REMOVED FROM THIS FILE

SECRET

PHILLIPS, DAVID A. [illegible]45

14-00000

CENTRAL INTELLIGENCE AGENCY
WASHINGTON, D.C. 20505

2 February 1976

Mr. David A. Phillips
8224 Stone Trail Drive
Bethesda, Maryland 20034

Dear Dave:

From time to time we receive letters and telephonic inquiries concerning the Association of Retired Intelligence Officers. In view of the restrictions of the Privacy Act, we hesitate to release your name and address without your prior knowledge and consent.

If you have no problem with our providing your name and address in response to such inquiries, please indicate to that effect by signing below and returning this letter to us for official filing. In the future, we would then be free to release this information concerning the Association of Retired Intelligence Officers without consulting you in each and every instance.

Thank you for your assistance in this matter, and best wishes.

Sincerely,

B. DeFelice
Acting Director of Personnel

I hereby authorize the Director of Personnel to release my name and address to individuals seeking contact with or information concerning the Association of Retired Intelligence Officers:

David Atlee Phillips — Date: 4 February 1976

AND THANKS,
DAP

AMERICAN REVOLUTION BICENTENNIAL 1776-1976

14-00000

Mr. David A. Phillips
8224 Stone Trail Drive
Bethesda, Maryland 20034

WASHINGTON
PM
4 FEB
1976

GIVE
TO THE
MARCH OF D

Director of Personnel
P. O. Box 1925
Washington, D. C. 20013

14-00000

MEMORANDUM FOR:

Addresses for former Agency employees organizations:

Association of Retired Intelligence Officers
Mr. David A. Phillips
8224 Stone Trail Drive
Bethesda, Maryland, 20034

~~Central Intelligence Retirees Association~~ (CIRA)
Box 1150
Fort Myer, Virginia, 22211

Date

FORM 101 USE PREVIOUS EDITIONS

14-00000

3 JUL 1975

Mr. David A. Phillips
8224 Stone Trail Drive
Bethesda, Maryland 20034

Dear Dave:

I am happy to send to you, under separate cover, your Agency Retirement Medallion. The Medallion is a tangible form of recognition and appreciation of your service to the Agency. It should serve as a lasting reminder of an honorable career, rewarding associations and the knowledge that you played your part in a vital activity.

Let me, therefore, add my congratulations and wish you the very best for the future.

Sincerely,

F. W. M. Janney
Director of Personnel

Distribution:
Orig - Addressee
1 - OPF

OP/RAD/ROB/MWBenthall:cl (1 July 75)

14-00000

75-2172

10 June 1975

Mr. David A. Phillips
8224 Stone Trail Drive
Bethesda, Maryland 20034

Dear Dave:

The ordinary retirement letter is in no way appropriate for you. In the first place, your retirement is no stepping out of the active world into a world of pleasure. Instead, you are launching off on even a tougher challenge because of your sense of dedication. Your retirement also will not be the termination of your interest in intelligence and in this Agency. Instead, you are going to be doing what you can to help it survive the current set of attacks upon it. But most of all, your retirement is the departure of one of our most exceptional officers, to whom I had the great pleasure to give the Distinguished Intelligence Medal and whose work I have admired these many years. The only thing ordinary about your retirement is the sincere and special personal and official good wishes we in the Agency send to you and your family for success and satisfaction in the years ahead. This we send to all our retirees, and we send it to you with special spirit.

Sincerely,

W. E. Colby
Director

WEC:jlp (10 June 75)
Distribution:
Orig - Addressee
1 - DCI
1 - Dir/Personnel
1 - ER

14-00000

SECRET
(When Filled In)

REQUEST FOR PERSONNEL ACTION

DATE PREPARED: 28 March 1975

Field	Entry
1. SERIAL NUMBER	024345
2. NAME (Last-First-Middle)	Phillips, David A.
3. NATURE OF PERSONNEL ACTION	Cancellation of N.S.C. ~~A and~~ Retirement (Voluntary) under CIARDS
4. EFFECTIVE DATE REQUESTED	MONTH 05 / DAY 09 (EOD) / YEAR 75
5. CATEGORY OF EMPLOYMENT	Regular
6. FUNDS	V TO V / V TO CF / CF TO V / X CF TO CF
7. FAN AND NSCA	5135 4523 0000
8. LEGAL AUTHORITY (Completed by Office of Personnel)	Public Law 88-643, Section 233
9. ORGANIZATIONAL DESIGNATIONS	DDO/LA Division Office of the Chief
10. LOCATION OF OFFICIAL STATION	Wash., D.C.
11. POSITION TITLE	Chief, LA Division
12. POSITION NUMBER	CN51
13. CAREER SERVICE DESIGNATION	DYY
14. CLASSIFICATION SCHEDULE (GS, LB, etc.)	GS
15. OCCUPATIONAL SERIES	0001.10
16. GRADE AND STEP	18 1
17. SALARY OR RATE	$ 36,000.

18. REMARKS

* supergrade blurb

Co-ordinated with Paul Seidel/ROB 11 April 1975.

[signature]

[illegible]

18A. SIGNATURE OF REQUESTING OFFICIAL	DATE SIGNED	18B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER	DATE SIGNED
[signature] H.L. Berthold, C/LA/Pers	28 Mar 75	[signature]	4/1/75

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19 ACTION CODE	20 EMPLOY CODE	21 OFFICE CODING (NUMERIC / ALPHABETIC)	22 STATION CODE	23 INTEGREE CODE	24 OCCUPATION CODE	25 DATE OF BIRTH (MO DA YR)	26 DATE OF GRADE (MO DA YR)	27 DATE OF LEI (MO DA YR)
45	10				1	10 31 22		

28 NTE EXPIRES (MO DA YR)	29 SPECIAL REFERENCE	30 RETIREMENT DATA (1-CSC, 2-CIARDS, 3-FICA, 4-FICA, 5-NONE) CODE	31 SEPARATION DATA CODE	32 CORRECTION CANCELLATION DATA (TYPE / MO DA YR)	EOD DATA	33 SECURITY REQ NO	34 SEX
			0,BJ,00	0,0			

35 VET PREFERENCE (CODE; 0-NONE, 1-5 PT, 2-10 PT)	36 SERV COMP DATE (MO DA YR)	37 LONG COMP DATE (MO DA YR)	38 CAREER CATEGORY (CODE)	39 FEGLI HEALTH INSURANCE (CODE; 0-WAIVED, 1-REG, 2-REG/OPT, 3-INELIGIBLE; HEALTH INS CODE)	40 SOCIAL SECURITY NO

41 PREVIOUS CIVILIAN GOVERNMENT SERVICE (CODE; 0-NO PREVIOUS SERVICE, 1-NO BREAK IN SERVICE, 2-BREAK IN SERVICE LESS THAN 3 YEARS, 3-BREAK IN SERVICE MORE THAN 3 YEARS)	42 LEAVE CAT CODE	43 FEDERAL TAX DATA (FORM EXECUTED 1-YES 2-NO; CODE; NO TAX EXEMPTIONS)	44 STATE TAX DATA (FORM EXECUTED 1-YES 2-NO; CODE; NO TAX EXEMP; STATE CODE)

45 POSITION CONTROL CERTIFICATION	46 O P APPROVAL	DATE APPROVED
12 MAY 1975 OK 5/12/75	[signature]	14 APR 1975

FORM 1152 USE PREVIOUS EDITION

SECRET

E2 IMPDET CL BY: 007622

14-00000

SECRET

REQUEST FOR PERSONNEL ACTION

DATE PREPARED: 27 Dec 73

1. SERIAL NUMBER	024345
2. NAME (Last-First-Middle)	PHILLIPS DAVID A
3. NATURE OF PERSONNEL ACTION	PROMOTION
4. EFFECTIVE DATE REQUESTED (MONTH / DAY / YEAR)	12 / 23 / 73
5. CATEGORY OF EMPLOYMENT	REGULAR
6. FUNDS	V TO V; V TO CF; CF TO V: XX; CF TO CF
7. FAN AND NSCA	4135-4523 / 0001
8. LEGAL AUTHORITY (Completed by Office of Personnel)	
9. ORGANIZATIONAL DESIGNATIONS	DDO/WH DIVISION OFFICE OF THE CHIEF
10. LOCATION OF OFFICIAL STATION	WASH., D.C.
11. POSITION TITLE	CHIEF WH DIVISION
12. POSITION NUMBER	0001
13. CAREER SERVICE DESIGNATION	D
14. CLASSIFICATION SCHEDULE (GS, LB, etc.)	GS
15. OCCUPATIONAL SERIES	0001.10
16. GRADE AND STEP	18 1
17. SALARY OR RATE	$ 36,000

18. REMARKS

Supg.

Approved By DCI on 21 Dec 1973
RSL

18A SIGNATURE OF REQUESTING OFFICIAL	DATE SIGNED	18B SIGNATURE OF CAREER SERVICE APPROVING OFFICER	DATE SIGNED
		[signature] J. L. Olmstead, C/MSB	27 Dec 73

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19 ACTION CODE	20 EMPLOY CODE	21 OFFICE CODING NUMERIC	ALPHABETIC	22 STATION CODE	23 INTEGREE CODE	24 HOURS CODE	25 DATE OF BIRTH MO DA YR	26 DATE OF GRADE MO DA YR	27 DATE OF LEI MO DA YR
22	1D	51050	WH	75243		1	10 31 22	12 23 73	12 23 73

28 NTE EXPIRES (MO DA YR)	29. SPECIAL REFERENCE	30 RETIREMENT DATA (1-CS, 2-CSCA, 3-FICA, 4-NONE) CODE	31 SEPARATION DATA CODE	32 CORRECTION/CANCELLATION DATA TYPE MO DA YR	EOD DATA	33. SECURITY REQ NO	34. SEX

35 VET PREFERENCE CODE (0-NONE, 1-5 PT, 2-10 PT)	36 SERV COMP DATE MO DA YR	37 LONG COMP DATE MO DA YR	38 CAREER CATEGORY CAR-RESV PROV/TEMP CODE	39 FEGLI HEALTH INSURANCE CODE (0-WAIVED, 1-REG, 2-REG+OPT, 3-INELIGIBLE) HEALTH INS CODE	40 SOCIAL SECURITY NO

41. PREVIOUS CIVILIAN GOVERNMENT SERVICE CODE (0-NO PREVIOUS SERVICE, 1-NO BREAK IN SERVICE, 2-BREAK IN SERVICE (LESS THAN 3 YEARS), 3-BREAK IN SERVICE (MORE THAN 3 YEARS))	42 LEAVE CAT CODE	43 FEDERAL TAX DATA FORM EXECUTED (1-YES, 2-NO) CODE, NO. TAX EXEMPTIONS	44 STATE TAX DATA FORM EXECUTED (1-YES, 2-NO) CODE, NO TAX EXEMP., STATE CODE

45 POSITION CONTROL CERTIFICATION	46 O P APPROVAL	DATE APPROVED
[initials] 12-27-73	[signature]	27 Dec 73

FORM 8-72 1152 USE PREVIOUS EDITION

SECRET CLASSIFIED BY 01-0332 E2 IMPDET (4)

7/17/73

SECRET
(When Filled In)

REQUEST FOR PERSONNEL ACTION

DATE PREPARED: 10 July 1973

1. SERIAL NUMBER: 024345
2. NAME (Last-First-Middle): PHILLIPS, DAVID A. COB

3. NATURE OF PERSONNEL ACTION: CONVERSION FROM FSR STATUS
4. EFFECTIVE DATE REQUESTED: MONTH 07 DAY 21 YEAR 73
5. CATEGORY OF EMPLOYMENT: REGULAR

6. FUNDS: V TO V / V TO CF / CF TO V / X CF TO CF
7. FAN AND NSCA: 4135 4523 0001
8. LEGAL AUTHORITY (Completed by Office of Personnel)

9. ORGANIZATIONAL DESIGNATIONS: DDO/WH DIVISION OFFICE OF THE CHIEF
10. LOCATION OF OFFICIAL STATION: WASH., D.C.

11. POSITION TITLE: CHIEF, WH DIVISION
12. POSITION NUMBER: 0001
13. CAREER SERVICE DESIGNATION: D

14. CLASSIFICATION SCHEDULE (GS, LB, etc.): GS
15. OCCUPATIONAL SERIES: 0001.10
16. GRADE AND STEP: 17-4
17. SALARY OR RATE: $ 36,000

18. REMARKS

Wash., D.C

1 - Security
1 - Finance

E2 IMPDET
CL BY 007034

18A. SIGNATURE OF REQUESTING OFFICIAL: HENRY L. BERTHOLD, C/WH/PERS — DATE SIGNED: 10 Jul 73
18B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER: [signature] — DATE SIGNED: 7/11/73

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. EMPLOY. CODE	21. OFFICE CODING NUMERIC	ALPHABETIC	22. STATION CODE	23. INTEGREE CODE	24. VET. CODE	25. DATE OF BIRTH MO DA YR	26. DATE OF GRADE MO DA YR	27. DATE OF LEI MO DA YR
56	16	51050	WH	75013			10 31 22		

28. NTE EXPIRES MO DA YR — 29. SPECIAL REFERENCE — 30. RETIREMENT DATA (1—CSC, 2—DISAB, 3—FICA, 4—NONE) CODE — 31. SEPARATION DATA CODE — 32. CORRECTION/CANCELLATION DATA TYPE MO DA YR — EOD DATA — 33. SECURITY REQ. NO — 34. SEX

35. VET PREFERENCE CODE (0—NONE, 1—5 PT, 2—10 PT) — 36. SERV COMP DATE MO DA YR — 37. LONG COMP DATE MO DA YR — 38. CAREER CATEGORY (CAR/RESV, PROV/TEMP) CODE — 39. FEGLI/HEALTH INSURANCE CODE (0—WAIVED, 1—REG, 2—REG/OPT, 3—INELIGIBLE) HEALTH INS CODE — 40. SOCIAL SECURITY NO

41. PREVIOUS CIVILIAN GOVERNMENT SERVICE CODE (0—NO PREVIOUS SERVICE, 1—NO BREAK IN SERVICE, 2—BREAK IN SERVICE (LESS THAN 3 YEARS), 3—BREAK IN SERVICE (MORE THAN 3 YEARS)) — 42. LEAVE CAT CODE — 43. FEDERAL TAX DATA FORM EXECUTED (1—YES, 2—NO) CODE, NO TAX EXEMPTIONS — 44. STATE TAX DATA FORM EXECUTED (1—YES, 2—NO) CODE, NO TAX EXEMP., STATE CODE

45. POSITION CONTROL CERTIFICATION: [signature] 15 JUL 1973
46. OP APPROVAL: [signature]
DATE APPROVED: 16 Jul 73

FORM 8-72 1152 USE PREVIOUS EDITION

SECRET CLASSIFIED BY 01-0322 (4)

14-00000

SECRET
(When Filled In)

REQUEST FOR PERSONNEL ACTION

DATE PREPARED: 15 June 1973

1. SERIAL NUMBER: 024345
2. NAME (Last-First-Middle): PHILLIPS, DAVID A.

3. NATURE OF PERSONNEL ACTION: REASSIGNMENT ~~AND DELEGATION OF~~ ~~N~~
4. EFFECTIVE DATE REQUESTED: MONTH 06 DAY 15 YEAR 73
5. CATEGORY OF EMPLOYMENT: REGULAR

6. FUNDS: V TO V / V TO CF / CF TO V / X CF TO CF
7. FINANCIAL ANALYSIS NO. CHARGEABLE: 8135 0620 0001
8. LEGAL AUTHORITY (Completed by Office of Personnel)

9. ORGANIZATIONAL DESIGNATIONS: DDO/WH DIVISION OFFICE OF THE CHIEF
10. LOCATION OF OFFICIAL STATION: WASH., D.C.

11. POSITION TITLE: 1st Sec~~retary~~ In Rel Off Chief, WH Division (14)
12. POSITION NUMBER: 0001
13. CAREER SERVICE DESIGNATION: D

14. CLASSIFICATION SCHEDULE (GS, LB, etc.): FSR GS
15. OCCUPATIONAL SERIES: 0001.10
16. GRADE AND STEP: 02 3 / 17 4
17. SALARY OR RATE: 33,051 FS ~~33057~~ $ [illegible] 36,000 —

18. REMARKS

FROM: DDO/WH/FOR FOLD/BR 3/CARACAS, VENEZUELA/0093
VICE THEODORE G. SHACKLEY

Supergrade Blurb — 77003 Caracas, Venezuela

1 - Security
1 - Finance

18A. SIGNATURE OF REQUESTING OFFICIAL: H.L. BERTHOLD, C/WH/PERS — DATE SIGNED: 15 Jun 73
18B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER: Paul B. Breitweiser — DATE SIGNED: 20 June 73

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19 ACTION CODE	20 EMPLOY CODE	21 OFFICE CODING NUMERIC	ALPHABETIC	22 STATION CODE	23 INTEGREE CODE	24 HDQTRS CODE	25 DATE OF BIRTH MO. DA. YR.	26 DATE OF GRADE	27 DATE OF LEI
37	10	51050	WH	75013	S	1	10 31 22		

28 NTE EXPIRES: XX XX XX — 29 SPECIAL REFERENCE — 30 RETIREMENT DATA (1—CSC, 2—OTHER, 3—FICA, 4—NONE) CODE — 31 SEPARATION DATA CODE — 32 CORRECTION/CANCELLATION DATA TYPE MO DA YR — EOD DATA — 33 SECURITY REQ. NO — 34 SEX

35 VET PREFERENCE CODE (0—NONE, 1—5 PT, 2—10 PT) — 36 SERV COMP DATE MO DA YR — 37 LONG COMP DATE MO DA YR — 38 CAREER CATEGORY (LAE RESV, PROV, TEMP) CODE — 39 FEGLI HEALTH INSURANCE CODE (0—WAIVER, 1—REG, 2—REG/OPT, 3—INELIGIBLE) HEALTH INS. CODE — 40 SOCIAL SECURITY NO

41 PREVIOUS CIVILIAN GOVERNMENT SERVICE CODE (0—NO PREVIOUS SERVICE, 1—NO BREAK IN SERVICE, 2—BREAK IN SERVICE (LESS THAN 3 YEARS), 3—BREAK IN SERVICE (MORE THAN 3 YEARS)) — 42 LEAVE CAT CODE — 43 FEDERAL TAX DATA: FORM EXECUTED (1—YES, 2—NO), CODE, NO TAX EXEMPTIONS — 44 STATE TAX DATA: FORM EXECUTED (1—YES, 2—NO), CODE, NO TAX EXEMP, STATE CODE

45 POSITION CONTROL CERTIFICATION: [illegible] 6-21-73
46 OP APPROVAL: Harry B. Fisher
DATE APPROVED: 28 June 73

FORM 9-70 1152 USE PREVIOUS EDITION

SECRET

GROUP 1 EXCLUDED FROM AUTOMATIC DOWNGRADING AND DECLASSIFICATION

14-00000

OUTGOING MESSAGE

SIGNAL CENTER USE ONLY

7-1

OMF 0 0 0 0 0 0

PAGE 1 OF PAGES

CLASSIFICATION

SECRET

MESSAGE HANDLING INDICATOR: STAFF

DATE-TIME GROUP: 191830Z

CITE: DIRECTOR

MESSAGE REFERENCE NUMBER: 411279

CONF: C/WH3 INFO: FILE PDC, "EYES ONLY!",

DISSEM BY: 28

PER 41118 (EC)

0 INDEX 0 NO INDEX

0 RETURN TO

0 IP FILES

TO: IMMEDIATE CARACAS

RYBAT PLVUCADET

CHOADEN FROM PARDEE

REF: CARACAS 21988 (IN 921770)

1. I AM PLEASED TO INFORM YOU THAT YOU HAVE BEEN SELECTED AS CHIEF, WH DIVISION. YOUR APPOINTMENT WILL BE EFFECTIVE AT SUCH TIME AS YOU (AND YOUR FAMILY) CAN CONVENIENTLY RETURN TO THE WASHINGTON AREA. DEPARTMENT OF STATE ORDERS FOR YOUR MOVE WILL BE REQUESTED ON A PRIORITY BASIS ON 21 MAY. WOULD APPRECIATE YOUR TENTATIVE SCHEDULE AS SOON AS PRACTICABLE.

2. YOUR SELECTION WILL BE ANNOUNCED EARLY THIS NEXT WEEK. THEREFORE, YOU SHOULD FEEL FREE TO INDICATE TO WHOMEVER YOU FEEL NECESSARY LOCALLY THE REASON FOR YOUR RETURN AND WHAT YOUR NEXT ASSIGNMENT WILL BE.

3. I WANT TO EXTEND MY PERSONAL CONGRATULATIONS ON YOUR SELECTION. I AM SURE YOU WILL HANDLE THIS VERY IMPORTANT ASSIGNMENT WITH THE SAME KIND OF EXCELLENCE, DEDICATION AND LEADERSHIP THAT HAVE CHARACTERIZED YOUR PAST ASSIGNMENTS. H

DATE: 19 MAY 1973

ORIG: JAMES W. FLANNERY

UNIT: AC/WHD

EXT: 1366

CONCUR: Harry B. Fisher

Director of Personnel

5/23/73

Date

DDO

RELEASING OFFICER

COORDINATING OFFICERS

AUTHENTICATING OFFICER

CLASSIFICATION

E 2 IMPDET

14-00000

SECRET
(When Filled In)

REQUEST FOR PERSONNEL ACTION

DATE PREPARED: 9 August 1972

1. SERIAL NUMBER	2. NAME (Last-First-Middle)
024345	PHILLIPS DAVID A

3. NATURE OF PERSONNEL ACTION	4. EFFECTIVE DATE REQUESTED (MONTH / DAY / YEAR)	5. CATEGORY OF EMPLOYMENT
REASSIGNMENT	08 / 14 / 72	REGULAR

6. FUNDS	V TO V	V TO CF	CF TO V	CF TO CF	7. FINANCIAL ANALYSIS NO. CHARGEABLE	8. LEGAL AUTHORITY (Completed by Office of Personnel)
				X	3135 8 1138	

9. ORGANIZATIONAL DESIGNATIONS	10. LOCATION OF OFFICIAL STATION
DDP/WH DIVISION FOREIGN FIELD BRANCH 3-CARACAS, VENEZUELA STATION	CARACAS, VENEZUELA

11. POSITION TITLE	12. POSITION NUMBER	13. CAREER SERVICE DESIGNATION
1ST SECRETARY INT REL OFF CHIEF OF STATION	0093	D

14. CLASSIFICATION SCHEDULE (GS, LB, etc.)	15. OCCUPATIONAL SERIES	16. GRADE AND STEP	17. SALARY OR RATE
FSR GS	0136.05	03 7 17 3	28022 $ 36000

18. REMARKS

Vice Thomas J. Flores

Approved 259a attached.

Brasilia, Brazil

This is a personal rank assignment in accordance with HR 20-17e (1)(b)

WARNING NOTICE
SENSITIVE INTELLIGENCE SOURCES AND METHODS INVOLVED

CLASSIFIED BY 5/-0042
EXEMPT FROM GENERAL DECLASSIFICATION
SCHEDULE OF E.O. 11652, EXEMPTION CATEGORY
§ 5B(1), (2), (3) or (4) (circle one or more)
AUTOMATICALLY DECLASSIFIED ON
IMP. DET.
(unless impossible, insert date or event)

1-Payroll

18A. SIGNATURE OF REQUESTING OFFICIAL	DATE SIGNED	18B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER	DATE SIGNED
H.L. Berthold C/WH/Pers	8/9/72	R D Phillips	15/8/72

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19 ACTION CODE	20 EMPLOY CODE	21 OFFICE CODING NUMERIC	ALPHABETIC	22 STATION CODE	23 INTEGREE CODE	24 NUMERIC CODE	25 DATE OF BIRTH MO DA YR	26 DATE OF GRADE MO DA YR	27 DATE OF LEI MO DA YR
31	10	51745	WH	7700					

28 NTE EXPIRES MO DA YR	29 SPECIAL REFERENCE	30 RETIREMENT DATA (1—CS, 2—ORGN, 3—FICA, 5—NONE) CODE	31 SEPARATION DATA CODE	32 CORRECTION CANCELLATION DATA TYPE MO DA YR	EOD DATA	33 SECURITY REQ. NO	34 SEX

35 VET PREFERENCE CODE (0—NONE, 1—5 PT, 2—10 PT)	36 SERV. COMP DATE MO DA YR	37 LONG COMP DATE MO DA YR	38 CAREER CATEGORY (CAR/RESV, PROV TEMP) CODE	39 FEGLI HEALTH INSURANCE CODE (0—WAIVED, 1—REG, 2—REG OPT, 3—INELIGIBLE) HEALTH INS. CODE	40 SOCIAL SECURITY NO

41 PREVIOUS CIVILIAN GOVERNMENT SERVICE CODE (0—NO PREVIOUS SERVICE, 1—NO BREAK IN SERVICE, 2—BREAK IN SERVICE (LESS THAN 3 YEARS), 3—BREAK IN SERVICE (MORE THAN 3 YEARS))	42 LEAVE CAT CODE	43 FEDERAL TAX DATA: FORM EXECUTED (1—YES, 2—NO) / CODE / NO. TAX EXEMPTIONS	44 STATE TAX DATA: FORM EXECUTED (1—YES, 2—NO) / CODE / NO TAX EXEMP. / STATE CODE

45. POSITION CONTROL CERTIFICATION	46. O.P. APPROVAL	DATE APPROVED
	H. [illegible]	15 Aug 72

FORM 9-70 1152 USE PREVIOUS EDITION

SECRET

GROUP 1
EXCLUDED FROM AUTOMATIC DOWNGRADING AND DECLASSIFICATION

(4)

SECRET

1. NAME (Last, First, Middle)	2. DATE OF BIRTH	3. GRADE
SS# 460-28-3930 Phillips, David A.	31 Oct 22	GS-17
4. OFFICE, DIVISION, BRANCH (or overseas station and existing cover if lateral assignment) State (Integrated) DDP/WH/Brasilia, BrazilXX	5. PRESENT POSITION COS	6. EMPLOYEE EXTENSION 7431

7. PROPOSED STATION	8. PROPOSED POSITION (Title, Number, Grade)	
Caracas, Venezuela	COS/0093/GS-16	
9. TYPE OF COVER AT NEW STATION	10. ESTIMATED DATE OF DEPARTURE	11. NO. OF DEPENDENTS TO ACCOMPANY
State (Integrated)	August 1972	XXXXX five

12. COMMENTS

Vice: Thomas Flores

Please schedule appointments for the week of 10 July.

Mr. Phillips will not be occupying a specific language position. However, his tested Spanish proficiency of High reading and Intermediate Speaking and Understanding will add to the overall language requirements of the Station.

13. DATE OF REQUEST	14. SIGNATURE OF REQUESTING OFFICIAL	15. ROOM NUMBER AND BUILDING	16. EXTENSION
10 May 72	Jean Ferguson	3D 5309 Hqs	7431

17. OFFICE OF MEDICAL SERVICES DISPOSITION

18. OFFICE OF SECURITY DISPOSITION

19. OVERSEAS CANDIDATE REVIEW PANEL DISPOSITION

5 ... 1972

QUALIFIED FOR PROPOSED ASSIGNMENT OVERSEAS

Chairman, Overseas Candidate Review Panel

REQUEST FOR PCS OVERSEAS EVALUATION

FORM 1-66 259a USE PREVIOUS EDITIONS

SECRET

GROUP 1

SECRET
(When Filled In)

REQUEST FOR PERSONNEL ACTION

DATE PREPARED: 24 November 1971

1. SERIAL NUMBER: 024345
2. NAME (Last-First-Middle): Phillips, David A
3. NATURE OF PERSONNEL ACTION: Promotion
4. EFFECTIVE DATE REQUESTED: MONTH 11 | DAY 28 | YEAR 71
5. CATEGORY OF EMPLOYMENT: Regular
6. FUNDS: V TO V | V TO CF | CF TO V | XX CF TO CF
7. FINANCIAL ANALYSIS NO. CHARGEABLE: 2135-0694-0000
8. LEGAL AUTHORITY (Completed by Office of Personnel):
9. ORGANIZATIONAL DESIGNATIONS: DDP/WH, FOREIGN FIELD, BRANCH 5, BRASILIA, BRAZIL STATION
10. LOCATION OF OFFICIAL STATION: BRASILIA, BRAZIL
11. POSITION TITLE: 1st Secretary Political Officer / Chief of Station (1)
12. POSITION NUMBER: 0186
13. CAREER SERVICE DESIGNATION: D
14. CLASSIFICATION SCHEDULE (GS, LB, etc.): FSR / GS
15. OCCUPATIONAL SERIES: 0136.05
16. GRADE AND STEP: 03 7 / 17 3
17. SALARY OR RATE: $ 26,563 / $ 34,716
18. REMARKS: *Rio De Janeiro, Brazil

cc: Payroll

18A. SIGNATURE OF REQUESTING OFFICIAL: | DATE SIGNED:
18B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER: Robert W. Sheay, C/CSPS | DATE SIGNED: 24 Nov 71

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19 ACTION CODE	20 EMPLOY CODE	21 OFFICE CODING NUMERIC	ALPHABETIC	22 STATION CODE	23 INTEGREE CODE	24 HDQTRS CODE	25 DATE OF BIRTH MO. DA. YR.	26 DATE OF GRADE MO. DA. YR.	27 DATE OF LEI MO. DA. YR.
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	5	3	10 31 22	11 28 71	11 28 71

28 LWE EXPIRES (MO. DA. YR.) | 29 SPECIAL REFERENCE | 30 RETIREMENT DATA (1—CSC, 2—CSRDS, 3—FICA, 4—FICA, 5—NONE) CODE | 31 SEPARATION DATA CODE | 32 CORRECTION/CANCELLATION DATA (TYPE, MO. DA. YR.) | EOD DATA | 33 SECURITY REQ. NO. | 34. SEX

35. VET PREFERENCE (CODE: 0—NONE, 1—5 PT, 2—10 PT) | 36 SERV COMP DATE (MO. DA. YR.) | 37 LONG COMP DATE (MO. DA. YR.) | 38 CAREER CATEGORY (CAR/RESV, PROV/TEMP) | 39 FEGLI HEALTH INSURANCE (CODE; CODE: 0—WAIVER, 1—REG, 2—REG/OPT, 3—INELIGIBLE; HEALTH INS. CODE) | 40 SOCIAL SECURITY NO.

41 PREVIOUS CIVILIAN GOVERNMENT SERVICE (CODE: 0—NO PREVIOUS SERVICE, 1—NO BREAK IN SERVICE, 2—BREAK IN SERVICE (LESS THAN 3 YEARS), 3—BREAK IN SERVICE (MORE THAN 3 YEARS)) | 42 LEAVE CAT CODE | 43 FEDERAL TAX DATA (FORM EXECUTED 1—YES 2—NO; CODE; NO TAX EXEMPTIONS) | 44 STATE TAX DATA (FORM EXECUTED 1—YES 2—NO; CODE; NO TAX EXEMP.; STATE CODE)

45 POSITION CONTROL CERTIFICATION: 11 26 71 [illegible]
46 OP APPROVAL: Harry B. Fisher | DATE APPROVED: 1 Dec 71

FORM 1152 USE PREVIOUS EDITION

SECRET

GROUP 1 EXCLUDED FROM AUTOMATIC DOWNGRADING AND DECLASSIFICATION

(4)

14-00000

SECRET

72-0311

MEMORANDUM FOR: Director of Central Intelligence

THROUGH : Deputy Director for Plans

SUBJECT : Appointment of Mr. David A. Phillips, as Chief of Station, Caracas, Venezuela

1. The appointment of Mr. David A. Phillips, GS-17, as Chief of Station, Caracas, Venezuela effective on or about 15 July 1972 is recommended. Mr. Phillips would replace Mr. Thomas J. Flores.

2. Mr. Phillips has been with the Agency since 1952, first in a contract capacity, and since April 1955 as a staff employee. He is currently serving as Chief of Station in Brazil. He previously served as COS, Santo Domingo and in Mexico City, Havana, Beirut, Guatemala, and Santiago. Mr. Phillips has a strong command of both Spanish and Portuguese. A biographic profile including information regarding his Agency experience and training is attached.

William V. Broe
Chief
Western Hemisphere Division

1 Attachment
Biographic Profile (Parts 1 and 2)

APPROVAL RECOMMENDED:

Deputy Director for Plans

13 Jan. 72
Date

SECRET

14-00000

SECRET

SUBJECT: Appointment of Mr. David A. Phillips, as Chief of Station, Caracas, Venezuela

The recommendation in paragraph 1 is APPROVED:

[signature] 19 Jan 72

Director of Central Intelligence   Date

SECRET

14-00000

Especially
[illegible]

14-00000

SECRET

REQUEST FOR PERSONNEL ACTION

DATE PREPARED: 2 January 1970

1 SERIAL NUMBER	2 NAME (Last-First-Middle)
024345	PHILLIPS, DAVID A.

G 57

3 NATURE OF PERSONNEL ACTION: REASSIGNMENT

4 EFFECTIVE DATE REQUESTED: MONTH 01 DAY 11 YEAR 70

5 CATEGORY OF EMPLOYMENT: REGULAR

6 FUNDS: V TO V / V TO CF / CF TO V / X CF TO CF

7 FINANCIAL ANALYSIS NO CHARGEABLE: 0135 0694

8 LEGAL AUTHORITY (Completed by Office of Personnel)

9 ORGANIZATIONAL DESIGNATIONS:
DDP/WH
FOREIGN FIELD
BRANCH 5
RIO DE JANEIRO, BRAZIL STATION

10 LOCATION OF OFFICIAL STATION: RIO DE JANEIRO, BRAZIL

11 POSITION TITLE: 1st SECRETARY, POLITICAL OFFICER
CHIEF OF STATION (00)

12 POSITION NUMBER: 0186

13 CAREER SERVICE DESIGNATION: D

14 CLASSIFICATION SCHEDULE (GS, LB, etc.): FSR / GS

15 OCCUPATIONAL SERIES: 0136.05

16 GRADE AND STEP: 03 7 / 16 4

17 SALARY OR RATE: 23,646 / $27,549

18 REMARKS:
FROM: DDP/WH/COG/OFF OF THE CH/POS #1105
+HOME BASE WH
APPROVED 259a attached

Wash. D.C

1 - Finance
2 - Security

18A SIGNATURE OF REQUESTING OFFICIAL: [signature]
HENRY L. BERTHOLD
C/WH/Pers

DATE SIGNED: 1-2-70

18B SIGNATURE OF CAREER SERVICE APPROVING OFFICER: [signature]

DATE SIGNED: 1-7-70

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19 ACTION CODE	20 EMPLOY CODE	21 OFFICE CODING NUMERIC	ALPHABETIC	22 STATION CODE	23 INTEGREE CODE	24 POOTRS CODE	25 DATE OF BIRTH MO DA YR	26 DATE OF GRADE MO DA YR	27 DATE OF LEI MO DA YR
57	11	51731	WH	19057	S	3	10 31 22		

28 NTE EXPIRES (MO DA YR) | 29 SPECIAL REFERENCE | 30 RETIREMENT DATA CODE (1-CSC, 2-OBSR, 3-FICA, 5-NONE) | 31 SEPARATION DATA CODE | 32 CORRECTION CANCELLATION DATA (TYPE, MO DA YR) | EOD DATA | 33 SECURITY REQ NO | 34 SEX

35 VET PREFERENCE CODE (0-NONE, 1-5 PT, 2-10 PT) | 36 SERV COMP DATE (MO DA YR) | 37 LONG COMP DATE (MO DA YR) | 38 CAREER CATEGORY (CAR RESV PROB TEMP, CODE) | 39 FEGLI HEALTH INSURANCE (CODE, 0-WAIVED 1-YES, HEALTH INS. CODE) | 40 SOCIAL SECURITY NO

41 PREVIOUS CIVILIAN GOVERNMENT SERVICE CODE (0-NO PREVIOUS SERVICE, 1-NO BREAK IN SERVICE, 2-BREAK IN SERVICE (LESS THAN 3 YEARS), 3-BREAK IN SERVICE (MORE THAN 3 YEARS)) | 42 LEAVE CAT CODE | 43 FEDERAL TAX DATA (FORM EXECUTED 1-YES 2-NO, CODE, NO TAX EXEMPTIONS) | 44 STATE TAX DATA (FORM EXECUTED 1-YES 2-NO, CODE, NO TAX EXEMP, STATE CODE)

G 40

45 POSITION CONTROL CERTIFICATION: C1-D-70 [initials]

46 OP APPROVAL: [signature]

DATE APPROVED: 5 Jan 70

FORM 3-67 1152 USE PREVIOUS EDITION

SECRET

GROUP 1 Excluded from automatic downgrading and declassification

14-00000

SECRET

1. NAME (Last, First, Middle)	2. DATE OF BIRTH	3. GRADE
Phillips, David A.	10/31/22	GS-16
4. OFFICE, DIVISION, BRANCH (or overseas station and existing cover if lateral assignment)	5. PRESENT POSITION	6. EMPLOYEE EXTENSION
DDP/WH/COG	Branch Chief	7451
7. PROPOSED STATION	8. PROPOSED POSITION (Title, Number, Grade)	
Rio de Janeiro	COS, # 0186, GS-00	
9. TYPE OF COVER AT NEW STATION	10. ESTIMATED DATE OF DEPARTURE	11. NO. OF DEPENDENTS TO ACCOMPANY
State	o/a 28 Dec. '69	7

12. COMMENTS

Vice Robert D. Gahagen
State Integree
Form DS-1686 to be forwarded

13. DATE OF REQUEST	14. SIGNATURE OF REQUESTING OFFICIAL	15. ROOM NUMBER AND BUILDING	16. EXTENSION
	Ruth A. Sanford	3D 5309	6815

17. OFFICE OF MEDICAL SERVICES DISPOSITION

18. OFFICE OF SECURITY DISPOSITION

19. OVERSEAS CANDIDATE REVIEW PANEL DISPOSITION

29 DEC [illegible]

72608

REQUEST FOR PCS OVERSEAS EVALUATION

FORM 259a USE PREVIOUS EDITIONS

SECRET

(4)

14-00000

☐ UNCLASSIFIED ☐ INTERNAL USE ONLY ☐ CONFIDENTIAL ☒ SECRET

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Appointment of Mr. David A. Phillips as Chief of Station, Rio de Janeiro

FROM:	EXTENSION	NO.
Secretary, PMC		DATE

TO: (Officer designation, room number, and building)	DATE RECEIVED	DATE FORWARDED	OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
1. Chairman, PMC				COS, Rio de Janeiro is a GS-17 position.
2.				Mr. Phillips' current assignment as Chief, Cuban Operations Group plus previous overseas tours in WH Div. including a tour as Chief of Station, Santo Domingo, qualify him for the proposed assignment as Chief of Station, Rio de Janeiro.
3. ADDP				
4.				
5. DDP				He will enter Portuguese language training this fall which should provide adequate exposure to make the transition from Spanish which he speaks with native fluency.
6.				
7. XXXX DCI				Mr. Phillips has been highly effective as a senior member of WH Div., both at Headquarters and in the field. His relations with his co-workers and subordinates have always been excellent and his liaison with State Department representatives has been marked by good will and mutual respect.
8. [illegible] 1 Oct 69				
9. Chairman, PMC				NOTE: Above statement prepared by WH Division.
10.				
11. Secretary, PMC GG10				Mr. Gahagen has been recalled from the Station. The DCOS Mr. Stewart D. Burton, GS-15, will serve as Acting COS until the arrival of Mr. Phillips in January 1970.
12.				
13.				
14.				
15.				

FORM 3-62 610 USE PREVIOUS EDITIONS ☒ SECRET ☐ CONFIDENTIAL ☐ INTERNAL USE ONLY ☐ UNCLASSIFIED

SECRET

9-4209

8 AUG 1969

MEMORANDUM FOR: Director of Central Intelligence

THROUGH : Deputy Director for Plans

SUBJECT : Appointment of Mr. David A. Phillips as Chief of Station, Rio de Janeiro, Brazil

1. The appointment of Mr. David A. Phillips, GS-16, as Chief of Station, Rio de Janeiro, effective on or about 15 January 1970 is recommended. Mr. Phillips would replace Mr. Robert D. Gahagen.

2. Mr. Phillips has been an employee of the Agency since 1951 initially in a contract capacity. He has served in Santiago, Guatemala City, Havana, Beirut, Mexico City and most recently as Chief, Cuban Operations Group. Mr. Phillips is fluent in the Spanish language and is scheduled for two months of full-time Portuguese training immediately prior to his departure. A biographic profile including information regarding his Agency experience and training is attached.

Signed William V. Broe

William V. Broe
Chief
Western Hemisphere Division

Attachment
Biographic Profile (Parts 1 and 2)

SECRET

14-00000

SECRET

SUBJECT: Appointment of Mr. David A. Phillips as Chief of Station, Rio de Janeiro, Brazil

APPROVAL RECOMMENDED:

/s/ Thomas H. Karamessines [illegible]

Deputy Director for Plans — Date

The recommendation in paragraph one is APPROVED:

[illegible] — 1 OCT 1965

Director of Central Intelligence — Date

Distribution:
Original & 1 - Addressee
2 - DDP
1 - C/WHD
1 - C/CSPS
1 - C/WH/5
1 - C/WH/SS
1 - C/WH/Personnel

DDP/WH/PERS/PPMACDOUGAL:ajr/6815 (5 August 1965)

SECRET

14-00000

[redacted]

23 October 1968

MEMORANDUM FOR: Secretary, Clandestine Services
Career Service Board

SUBJECT : Recommendation for Promotion to GS-16: David A. Phillips

1. Mr. David A. Phillips is strongly recommended for promotion to GS-16 and is ranked Number 2 in WH Division's preference for promotion in that grade.

2. Mr. Phillips stands out among his peers as a true Clandestine Services operator. He has had a range of operational assignments enjoyed by few Clandestine Services officers. He served in Cuba, Guatemala, Beirut, Chile, Mexico and the Dominican Republic. His functional assignments have included Contract Agent, Operations Officer under both unofficial and official cover, Chief of Station, and he is currently assigned as Chief, Cuban Operations Group. In regard to his tour as Chief of Station, Santo Domingo, I cite the following quote made by Dr. Hector Garcia-Godoy, Provisional President of the Dominican Republic, concerning the turbulent events in his country during his tenure:

> "You know," he said, "looking back over those months when things seemed pretty bleak, two names come immediately to mind as able and effective representatives of the United States. They are Ellsworth Bunker and David Phillips."

[illegible]

[redacted]

3. Mr. Phillips has the intelligence, language capability, personality, management and operational ability to move forward steadily in this Agency and he is now ready for promotion to GS-16. I urge you to act affirmatively on this promotion recommendation.

William V. Broe
Chief
Western Hemisphere Division

S-E-C-R-E-T.

27 February 1969

MEMORANDUM FOR: Chief, WH Division

SUBJECT: Briefing at DO Base Chiefs' Conference by Mr. David A. Phillips

I should like to express my thanks to you for having made available Mr. David A. Phillips to brief the DO Base Chiefs' Conference on 17 February 1969. His briefing was extremely lucid and helpful and expressly commended by all Conference participants. Please convey to him my personal appreciation of his efforts.

Gordon L. Jorgensen
Chief, DO Division

S-E-C-R-E-T

SECRET
(When Filled In)

REQUEST FOR PERSONNEL ACTION

DATE PREPARED: 6 December 1968

1 SERIAL NUMBER	2 NAME (Last-First-Middle)
024345	PHILLIPS, David A.

3 NATURE OF PERSONNEL ACTION	4 EFFECTIVE DATE REQUESTED (MONTH / DAY / YEAR)	5 CATEGORY OF EMPLOYMENT
PROMOTION	12 / 15 / 68	Regular

6 FUNDS: V TO V | V TO CF | CF TO V | X CF TO CF

7 FINANCIAL ANALYSIS NO CHARGEABLE: 9135-0620

8 LEGAL AUTHORITY (Completed by Office of Personnel)

6.40

9 ORGANIZATIONAL DESIGNATIONS	10 LOCATION OF OFFICIAL STATION
DDP/WH WH/COG Office of the Chief	Washington, D. C.

11 POSITION TITLE	12 POSITION NUMBER	13 CAREER SERVICE DESIGNATION
Att Pol Officer ~~Ops Officer-Ch~~	1105	D

14 CLASSIFICATION SCHEDULE (GS, LB, etc.)	15 OCCUPATIONAL SERIES	16 GRADE AND STEP	17 SALARY OR RATE
FSR		03 5	~~18,032~~ 20335
GS	0136.01	16 4	$25,118

18 REMARKS

18A SIGNATURE OF REQUESTING OFFICIAL	DATE SIGNED	18B SIGNATURE OF CAREER SERVICE APPROVING OFFICER	DATE SIGNED
		[signature] Secretary, CSCS Board	9 Dec 68

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19 ACTION CODE | 20 EMPLOY CODE | 21 OFFICE CODING (NUMERIC, ALPHABETIC) | 22 STATION CODE | 23 INTEGREE CODE: 5 | 24 VECTORS CODE: 1 | 25 DATE OF BIRTH (MO. DA. YR.): [illegible] | 26 DATE OF GRADE | 27 DATE OF LEI

28 NTE EXPIRES | 29 SPECIAL REFERENCE | 30 RETIREMENT DATA (1—CS, 2—CSCA, 3—FICA, 5—NONE) CODE | 31 SEPARATION DATA CODE | 32 CORRECTION CANCELLATION DATA (TYPE, MO, DA, YR) | EOD DATA | 33 SECURITY REQ NO | 34 SEX

35 VET PREFERENCE (CODE; 0—NONE, 1—5 PT, 2—10 PT) | 36 SERV COMP DATE | 37 LONG COMP DATE | 38 CAREER CATEGORY (CAR RESV PROV TEMP, CODE) | 39 FEGLI HEALTH INSURANCE (CODE; 0—WAIVED, 1—YES; HEALTH INS CODE) | 40 SOCIAL SECURITY NO

41 PREVIOUS CIVILIAN GOVERNMENT SERVICE (CODE; 0—NO PREVIOUS SERVICE, 1—NO BREAK IN SERVICE, 2—BREAK IN SERVICE LESS THAN 3 YEARS, 3—BREAK IN SERVICE MORE THAN 3 YEARS) | 42 LEAVE CAT CODE | 43 FEDERAL TAX DATA (FORM EXECUTED 1—YES 2—NO, CODE, NO TAX EXEMPTIONS) | 44 STATE TAX DATA (FORM EXECUTED 1—YES 2—NO, CODE, NO TAX EXEMP, STATE CODE)

45 POSITION CONTROL CERTIFICATION	46 OP APPROVAL	DATE APPROVED
	H.B. Fisher	13 Dec. 68

FORM 3-67 1152 USE PREVIOUS EDITION

SECRET

GROUP 1 EXCLUDED FROM AUTOMATIC DOWNGRADING AND DECLASSIFICATION

VOICE OF AMERICA
UNITED STATES INFORMATION AGENCY
WASHINGTON, D.C. 20547

CO; P 2/16/71

April 15, 1968

Dear Dave:

I thought you would be pleased about a reference to you which came up in the course of a longish conversation last night with Dr. Hector Garcia-Godoy, former President of the Dominican Republic and now Ambassador here, about the turbulent events in his country three years ago.

"You know," he said, "looking back over those months when things seemed pretty bleak, two names come immediately to mind as able and effective representatives of the United States. They are Ellsworth Bunker and David Phillips."

I thought such a pleasant echo of a rough period would help heal your ulcers.

Cordially,

Dick

Richard G. Cushing
Deputy Director

Mr. David A. Phillips
8224 Stone Trail Drive
Carderock Springs
Bethesda, Md. 20034

14-00000

SECRET
(When Filled In)

REQUEST FOR PERSONNEL ACTION

DATE PREPARED: 30 August 1967

1 SERIAL NUMBER: 024345

2 NAME (Last-First-Middle): PHILLIPS, David A.

3 NATURE OF PERSONNEL ACTION: REASSIGNMENT

4 EFFECTIVE DATE REQUESTED: MONTH 9 DAY 10 YEAR 67

5 CATEGORY OF EMPLOYMENT: REGULAR

6 FUNDS: V TO V | V TO CF | CF TO V | X CF TO CF

7 FINANCIAL ANALYSIS NO CHARGEABLE: 8235 0620

8 LEGAL AUTHORITY (Completed by Office of Personnel)

9 ORGANIZATIONAL DESIGNATIONS:
DDP/WH
WH/COG
OFFICE OF THE CHIEF

10 LOCATION OF OFFICIAL STATION: WASH., D.C.

11 POSITION TITLE: ~~OPS OFFICER-CH~~ (handwritten: ... OFFICER)

12 POSITION NUMBER: 1105

13 CAREER SERVICE DESIGNATION: D

14 CLASSIFICATION SCHEDULE (GS, LB, etc.): GS (handwritten: FSR)

15 OCCUPATIONAL SERIES: 0136.01

16 GRADE AND STEP: 15 5 (handwritten: 03 5)

17 SALARY OR RATE: $ 19,978 (handwritten: 18041)

18 REMARKS

FROM: DDP/WH/DR STATION
(handwritten) Santo Domingo, Dom Rep

Security Approval Created by Pers. SD/OS 8/31/67
(handwritten) Rec 9/11/67

1 - dec.
1 - ...

18A SIGNATURE OF REQUESTING OFFICIAL: Henry L. Berthold, C/WH/Pers — DATE SIGNED: 9/1/67

18B SIGNATURE OF CAREER SERVICE APPROVING OFFICER: [signature] — DATE SIGNED:

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19 ACTION CODE	20 EMPLOY. CODE	21 OFFICE CODING NUMERIC	ALPHABETIC	22 STATION CODE	23 INTEGREE CODE	24 HDQTRS CODE	25 DATE OF BIRTH MO DA YR	26 DATE OF GRADE MO DA YR	27 DATE OF LEI MO DA YR
37	10	5150	WH	75013	5	1	10 31 22		

28 NTE EXPIRES MO DA YR	29 SPECIAL REFERENCE	30 RETIREMENT DATA (1—CSC, 2—OTHER, 3—FICA, 5—NONE) CODE	31 SEPARATION DATA CODE	32 CORRECTION/CANCELLATION DATA TYPE MO DA YR	EOD DATA	33 SECURITY REQ NO	34 SEX

35 VET PREFERENCE CODE (0—NONE, 1—5 PT, 2—10 PT)	36 SERV. COMP. DATE MO DA YR	37 LONG COMP DATE MO DA YR	38 CAREER CATEGORY (CAR. RESV PROV. TEMP) CODE	39 FEGLI, HEALTH INSURANCE CODE (0—WAIVED, 1—YES) HEALTH INS CODE	40 SOCIAL SECURITY NO

41 PREVIOUS CIVILIAN GOVERNMENT SERVICE CODE (0—NO PREVIOUS SERVICE, 1—NO BREAK IN SERVICE, 2—BREAK IN SERVICE (LESS THAN 3 YEARS), 3—BREAK IN SERVICE (MORE THAN 3 YEARS))	42 LEAVE CAT. CODE	43 FEDERAL TAX DATA: FORM EXECUTED (1—YES 2—NO) CODE NO TAX EXEMPTIONS	44 STATE TAX DATA: FORM EXECUTED (1—YES 2—NO) CODE NO TAX EXEMP STATE CODE

45 POSITION CONTROL CERTIFICATION: (handwritten) 9/...

46 OP APPROVAL: [signature]

DATE APPROVED: 8 Sept 67

FORM 3-67 1152 USE PREVIOUS EDITION

SECRET

GROUP 1
EXCLUDED FROM AUTOMATIC DOWNGRADING AND DECLASSIFICATION

(4)

14-00000

SECRET
(When Filled In)

25 October 1966

David A Phillips

MEMORANDUM FOR: [redacted]

THROUGH :

SUBJECT : Notification of Designation as a Participant in the Organization Retirement and Disability System

REFERENCE : Book Dispatch 5096 dated 12 August 1965

1. You have been found to be qualified as a participant in the Organization Retirement and Disability System and have been so designated effective 23 October 1966.

2. Although such designation under present statutes is viewed favorably by most persons, the regulation governing this retirement system gives the individual the right to appeal such a determination if he deems the designation adverse to his best interests. In order that this technical requirement may be satisfied, you are hereby notified of your right to appeal. An appeal with reasons therefore must be received in Headquarters within 60 days of the date of this memorandum or acceptance of designation will be assumed. Any questions that you may have in connection with your designation that cannot be answered by referring to referenced Book Dispatch should be forwarded to Headquarters.

3. We believe that the benefits of the Organization Retirement System are superior to the benefits of the Civil Service Retirement System. However, there are a few situations in which an employee *at the time of retirement* may have so many years of service (almost 37) that he would receive a higher annuity under the Civil Service System. Because of this, the policy decision has been made that a participant in the Organization System who would receive a higher annuity under the Civil Service System may, not later than one year prior to his retirement, apply to be removed from our system and transferred to the Civil Service System. Thus, you should not anticipate this contingency as a factor in deciding whether you regard your designation as a participant adverse to your best interests.

Richard B Egan

RICHARD B. EGAN

SECRET

GROUP 1
Excluded from automatic downgrading and declassification

14-00000

David A. Phillips

CONFIDENTIAL

24 October 1966

MEMORANDUM FOR: Chief, WH Division

THROUGH : Deputy Director for Plans

SUBJECT : Commendation

1. The Dominican Republic Station has distinguished itself by especially meritorious service during the past year and has made a major contribution toward the advancement of the objectives of the United States Government in a critical situation. One year ago the people of the Dominican Republic were facing a dismal future. Today, while the future remains uncertain, the prospects for eventual stability have been immeasurably increased. Several Departments and Agencies of the United States Government engaged in an effort to bring this about. I believe that the role of the CIA in the Dominican Republic during the past year was a crucial one. The highly effective performance of the Santo Domingo Station and the Base at Santiago was the result of the combined efforts of each officer and employee stationed there. These men and women gave unsparingly of their time, energy and brain power. Their efforts were sustained over a long period under stressful circumstances. Now, while our long-term mission continues, a significant milestone has been reached and it is most appropriate at this time to grant this special recognition for a job well done to all members of the CIA team in the Dominican Republic during the year ending June 30, 1966.

2. I should like to commend each member of the Station who contributed to this noteworthy performance and request that a copy of this commendation be placed in individual personnel files as appropriate.

Richard Helms

Richard Helms
Director of Central Intelligence

CONFIDENTIAL

SECRET
(When Filled In)

C-54

REQUEST FOR PERSONNEL ACTION

DATE PREPARED: 4 October 1966

1. SERIAL NUMBER: 024345

2. NAME (Last-First-Middle): PHILLIPS, DAVID A.

3. NATURE OF PERSONNEL ACTION: DESIGNATION AS A PARTICIPANT IN THE CIA RETIREMENT AND DISABILITY SYSTEM

4. EFFECTIVE DATE REQUESTED: MONTH 10 DAY 23 YEAR 66

5. CATEGORY OF EMPLOYMENT: REGULAR

6. FUNDS: V TO V / V TO CF / CF TO V / X CF TO CF

7. FINANCIAL ANALYSIS NO. CHARGEABLE: 7135-0875

8. LEGAL AUTHORITY (Completed by Office of Personnel): PL 88-643 Sect. 203

9. ORGANIZATIONAL DESIGNATIONS: DDP/WH

10. LOCATION OF OFFICIAL STATION: SANTO DOMINGO, DOMINICAN REPUBLIC

11. POSITION TITLE:

12. POSITION NUMBER:

13. CAREER SERVICE DESIGNATION: D

14. CLASSIFICATION SCHEDULE (GS, LB, etc.):

15. OCCUPATIONAL SERIES:

16. GRADE AND STEP: 15

17. SALARY OR RATE: $

18. REMARKS

EMPLOYEE WILL RECEIVE NOTIFICATION FROM THE DIRECTOR OF PERSONNEL OF THIS DESIGNATION AND RIGHT OF APPEAL TO THE DIRECTOR OF CENTRAL INTELLIGENCE.

18A. SIGNATURE OF REQUESTING OFFICIAL | DATE SIGNED | 18B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER | DATE SIGNED

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19 ACTION CODE | 20 EMPLOY CODE | 21 OFFICE CODING (NUMERIC, ALPHABETIC) | 22 STATION CODE | 23 INTEGREE CODE | 24 HDQTRS CODE | 25 DATE OF BIRTH (MO DA YR) | 26 DATE OF GRADE (MO DA YR) | 27 DATE OF LEI (MO DA YR)

28 NTE EXPIRES (MO DA YR) | 29 SPECIAL REFERENCE | 30 RETIREMENT DATA (1—CSC, 3—FICA, 5—NONE) CODE: 2 | 31 SEPARATION DATA CODE | 32 CORRECTION CANCELLATION DATA (TYPE, MO DA YR) | EOD DATA | 33 SECURITY REQ NO | 34 SEX

35 VET PREFERENCE (CODE: 0—NONE, 1—5 PT, 2—10 PT) | 36 SERV COMP DATE (MO DA YR) | 37 LONG COMP DATE (MO DA YR) | 38 CAREER CATEGORY (CAR RESV, PROV TEMP; CODE) | 39 FEGLI HEALTH INSURANCE (CODE: 0—WAIVED, 1—YES; HEALTH INS CODE) | 40 SOCIAL SECURITY NO

41 PREVIOUS CIVILIAN GOVERNMENT SERVICE (CODE: 0—NO PREVIOUS SERVICE, 1—NO BREAK IN SERVICE, 2—BREAK IN SERVICE (LESS THAN 3 YEARS), 3—BREAK IN SERVICE (MORE THAN 3 YEARS)) | 42 LEAVE CAT CODE | 43 FEDERAL TAX DATA (FORM EXECUTED 1—YES 2—NO; CODE; NO TAX EXEMPTIONS) | 44 STATE TAX DATA (FORM EXECUTED 1—YES 2—NO; CODE; NO TAX EXEMP; STATE CODE)

45 POSITION CONTROL CERTIFICATION: 16-1366 N

46 OP APPROVAL: See memo signed by D/Pers dated 10 OCT 1966

DATE APPROVED:

FORM 1152 USE PREVIOUS EDITION

SECRET

GROUP 1 EXCLUDED FROM AUTOMATIC DOWNGRADING AND DECLASSIFICATION

CONFIDENTIAL
(When Filled In)

NOTICE OF CREDITABLE SERVICE [FOR LEAVE PURPOSES]		☐ VOUCHERED ☒ UNVOUCHERED
NAME (Last, First, Middle) PHILLIPS, David A.		SERIAL NO. 024345
OFFICE (and Division) DDP/WH Foreign Field Branch ?		
	ORIGINAL	SERVICE COMPUTATION DATE (Mo - da - yr) 01-15-53
X	CORRECTION	
THIS DATE 7-01-66		SIGNATURE (Office of Personnel) Lowell P. Moore

FORM 5-63 171 OBSOLETE PREVIOUS EDITIONS.

CONFIDENTIAL

GROUP 1 EXCLUDED FROM AUTOMATIC DOWNGRADING AND DECLASSIFICATION

(4)

14-00000

SECRET
(When Filled In)

REQUEST FOR PERSONNEL ACTION

DATE PREPARED: 27 JULY 1965

1 SERIAL NUMBER	2 NAME (Last-First-Middle)
024345	PHILLIPS, DAVID A.

3 NATURE OF PERSONNEL ACTION	4 EFFECTIVE DATE REQUESTED (MONTH / DAY / YEAR)	5 CATEGORY OF EMPLOYMENT
REASSIGNMENT	JUN / 6 / 65	REGULAR

6 FUNDS	V TO V	V TO CF	CF TO V	CF TO CF	7 COST CENTER NO. CHARGEABLE	8 LEGAL AUTHORITY (Completed by Office of Personnel)
				XX	6135 0875	

9 ORGANIZATIONAL DESIGNATIONS	10 LOCATION OF OFFICIAL STATION
DDP/WH FOREIGN FIELD BRANCH 2 SANTO DOMINGO, DOMINICAN REPUBLIC STATION	Dom Rep SANTO DOMINGO, DOMINICAN REPUBLIC

11 POSITION TITLE	12 POSITION NUMBER	13 CAREER SERVICE DESIGNATION
ATT POL OFF ~~[illegible]~~ (CHIEF OF STATION)	0274	D

14 CLASSIFICATION SCHEDULE (GS, LB, etc.)	15 OCCUPATIONAL SERIES	16 GRADE AND STEP	17 SALARY OR RATE
FSR GS	0136.05	03 5 15 4	16,920 $ 18,170

18 REMARKS

FROM: DDP/WH/BRANCH 1/MEXICO CITY, MEXICO/STATION/0340/

Security Approval Granted By Pers. SD/OS 7/23/65 LCC 8/1/65

MEMORANDUM SENT TO DDCI VIA DDP REQUESTED THE APPOINTMENT OF MR. PHILLIPS AS COS, SANTO DOMINGO, DOM. REP. STATION APPROVED ON 13 APRIL 1965. MR. PHILLIPS REPLACED MR. EDWIN M. TERRELL WHO HAS BEEN ASSIGNED TO WH/BRANCH 2/HEADQUARTERS, EFFECTIVE 6 JUNE 1965.

FORM 259 HAS BEEN SUBMITTED

1-FINANCE
1-SECURITY

18A SIGNATURE OF REQUESTING OFFICIAL	DATE SIGNED	18B SIGNATURE OF CAREER SERVICE APPROVING OFFICER	DATE SIGNED
ROBERT D. CASHMAN C/WH/PERS	29 July 65	[signature]	8/3/65

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19 ACTION CODE	20 EMPLOY CODE	21 OFFICE CODING NUMERIC	ALPHABETIC	22 STATION CODE	23 INTEGREE CODE	24 HOURS CODE	25 DATE OF BIRTH (MO DA YR)	26 DATE OF GRADE (MO DA YR)	27 DATE OF LEI (MO DA YR)
37	10	51650	WH	19239		3	10 31 23		

28 NTE EXPIRES (MO DA YR)	29 SPECIAL REFERENCE	30 RETIREMENT DATA (1-CSC 3-FICA 5-NONE) CODE	31 SEPARATION DATA CODE	32 CORRECTION/CANCELLATION DATA (TYPE MO DA YR)	EOD DATA	33 SECURITY REQ NO	34 SEX
XX XX XX							

35 VET PREFERENCE CODE (0-NONE 1-5 PT 2-10 PT)	36 SERV COMP DATE (MO DA YR)	37 LONG COMP DATE (MO DA YR)	38 CAREER CATEGORY (CAR RESV PROV TEMP) CODE	39 FEGLI CODE (2-WAIVED 1-YES)	HEALTH INSURANCE HEALTH INS CODE	40 SOCIAL SECURITY NO

41 PREVIOUS GOVERNMENT SERVICE DATA CODE (0-NO PREVIOUS SERVICE; 1-NO BREAK IN SERVICE; 2-BREAK IN SERVICE (LESS THAN 3 YEARS); 3-BREAK IN SERVICE (MORE THAN 3 YEARS))	42 LEAVE CAT CODE	43 FEDERAL TAX DATA: FORM EXECUTED (1-YES 2-NO) / CODE / NO. TAX EXEMPTIONS	44 STATE TAX DATA: FORM EXECUTED (1-YES 2-NO) / CODE / NO. TAX EXEMP / STATE CODE

45 POSITION CONTROL CERTIFICATION	46 O P APPROVAL	DATE APPROVED
8-3-65 .ee	[signature]	8/3/65

FORM 1152 USE PREVIOUS EDITION

SECRET

GROUP 1 EXCLUDED FROM AUTOMATIC DOWNGRADING AND DECLASSIFICATION

S-E-C-R-E-T

CENTRAL INTELLIGENCE AGENCY
WASHINGTON, D.C. 20505

TO : David A. Phillips

SUBJECT: TDY in the Dominican Republic

Most of you who went down to the Dominican Republic departed with so much speed and so little ceremony that there was no time to explain the importance and urgency of your assignments. Now that you have served there during the crisis, the importance of the task needs no embellishment from us, but you should know that the contribution of the augmented Station was decisive in shaping the policies and actions of the government and in avoiding several major mistakes. For weeks after the April revolution, our Station reporting was literally the only source of information that the United States had on the role of Communism among the rebel forces and on conditions outside the capital.

Many fine things were done in the Station and in the hinterland by all of you. Manning the check-points under fire, flying to remote and hostile villages, moving tons of supplies through the gauntlet of the communications line, toiling over midnight reports, and keeping open our country's only commo link -- all these things were commonplace. The dedication, discipline, and routine of our personnel placed them in a class apart.

To the sense of pride and accomplishment you must already feel, I want to add the gratitude and admiration of the DDP and of the Agency.

Richard Helms

Richard Helms
Deputy Director of Central Intelligence

S-E-C-R-E-T

14-00000

SECRET

1 2 Aug 1965

65-1911

MEMORANDUM FOR: Deputy Director of Central Intelligence

VIA : Deputy Director for Plans

SUBJECT : Appointment of Mr. David A. Phillips as Chief of Station, Santo Domingo, Dominican Republic

1. The appointment of Mr. David A. Phillips as Chief of Station, Santo Domingo, Dominican Republic, effective on or about 15 October 1965, is recommended. Mr. Phillips would replace Mr. Edwin M. Terrell.

2. Mr. Phillips was employed in a contract status from 1952 to 1955 and became a Staff Employee in April 1955. He resigned from the Agency in August 1958 to enter private business. In March 1960 he returned to the Agency as a staff employee and is presently assigned as Operations Officer, Mexico City, Mexico, GS-15. A biographic data sheet, giving more detailed information on Agency experience and training, is attached.

Desmond FitzGerald
Chief
Western Hemisphere Division

1 Attachment
Biographic Profile (Part 1)

APPROVAL RECOMMENDED:

Deputy Director for Plans (Date)

The recommendation in paragraph 1 is APPROVED:

for Deputy Director of Central Intelligence 20 Aug. 1965 (Date)

SECRET

14-00000

SECRET
(When Filled In)

REQUEST FOR PERSONNEL ACTION

DATE PREPARED: 27 September 1963

1. SERIAL NUMBER: 024345
2. NAME (Last-First-Middle): PHILLIPS, DAVID A
3. NATURE OF PERSONNEL ACTION: PROMOTION
4. EFFECTIVE DATE REQUESTED: MONTH 09 DAY 29 YEAR 63
5. CATEGORY OF EMPLOYMENT: REGULAR
6. FUNDS: V TO V / CF TO V / V TO CF / CF TO CF: X (CF TO V)
7. COST CENTER NO. CHARGEABLE: 4135 5700 1000
8. LEGAL AUTHORITY (Completed by Office of Personnel)
9. ORGANIZATIONAL DESIGNATIONS: DDP WH / BRANCH 3 / MEXICO CITY / MEXICO STATION
10. LOCATION OF OFFICIAL STATION: MEXICO CITY, MEXICO
11. POSITION TITLE: ATT POL OFF / OPS OFFICER
12. POSITION NUMBER: 0340
13. CAREER SERVICE DESIGNATION: D
14. CLASSIFICATION SCHEDULE (GS, LB, etc.): FSR / GS
15. OCCUPATIONAL SERIES: 0136.01
16. GRADE AND STEP: 03 0 / 15 3
17. SALARY OR RATE: ~~12,535~~ 13,440 / ~~15,045~~ 15,525

18. REMARKS

This is a PRA in accordance with HR 20-21c(1). for 2 years

18A. SIGNATURE OF REQUESTING OFFICIAL: ROBERT D. CASHMAN, C/WH/PERS — DATE SIGNED: 9/?/63

18B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER — DATE SIGNED: 27 Sept 63

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. EMPLOYEE CODE	21. OFFICE CODING NUMERIC	ALPHABETIC	22. STATION CODE	23. INTEGREE CODE	24. ... CODE	25. DATE OF BIRTH	26. DATE OF GRADE	27. DATE OF LEI
22	10	51 400	WH	15075		3	10 31 22	09 29 63	09 29 63

28. NTE EXP ... : 09 29 65; 29. SPECIAL REFERENCE: 3

EOD DATA

43. POSITION CONTROL CERTIFICATION — 44. C.P. APPROVAL — DATE APPROVED: 27 Sept 63

FORM 1152 OBSOLETE PREVIOUS EDITION

SECRET

GROUP 1

14-00000

SECRET

REQUEST FOR PERSONNEL ACTION

DATE PREPARED: 17 August 1961

1. SERIAL NUMBER: 0[illegible] ✓

2. NAME (Last-First-Middle): PHILLIPS, David A.

3. NATURE OF PERSONNEL ACTION: [illegible]--Dept. of State

4. EFFECTIVE DATE REQUESTED: 8 | 21 | 61

5. CATEGORY OF EMPLOYMENT: Regular

6. FUNDS: V TO V | V TO CF | CF TO V | X CF TO CF

7. COST CENTER NO. CHARGEABLE: 1135-5700-1000

8. LEGAL AUTHORITY (Completed by Office of Personnel)

9. ORGANIZATIONAL DESIGNATIONS:
DDP/WH
Branch 3
Mexico City
Mexico Station

10. LOCATION OF OFFICIAL STATION: Mexico City, Mexico

11. POSITION TITLE: Attache, Political Officer
Ops. Officer

12. POSITION NUMBER: 340

13. CAREER SERVICE DESIGNATION: D

14. CLASSIFICATION SCHEDULE (GS, LB, etc.): FSR
GS

15. OCCUPATIONAL SERIES: 0136.01

16. GRADE AND STEP: 1 / 1[illegible] 3

17. SALARY OR RATE: $12,[illegible] / $12,730

18. REMARKS:
N/O sick and N/O hours annual leave to be transferred to the Dept. of State

19A. SIGNATURE OF REQUESTING OFFICIAL: [signature]
M. Money, Cover Officer, [illegible]

19B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

55	1C	64710	WH	45015		3	10 31 22

EOD DATA

45. POSITION CONTROL CERTIFICATION: [signature] 08/31/61

46. C/P APPROVAL

FORM 1152

SECRET

SECRET

REQUEST FOR PERSONNEL ACTION

DATE PREPARED: 28 June 1961

1. SERIAL NUMBER	024345
2. NAME (Last-First-Middle)	PHILLIPS, DAVID A.
3. NATURE OF PERSONNEL ACTION	REASSIGNMENT
4. EFFECTIVE DATE REQUESTED	08 / 15 / 61
5. CATEGORY OF EMPLOYMENT	REGULAR
6. FUNDS	CF TO CF: X
7. COST CENTER NO. CHARGEABLE	2135 5700 1000
8. LEGAL AUTHORITY (Completed by Office of Personnel)	
9. ORGANIZATIONAL DESIGNATIONS	DDP WH BRANCH 3 MEXICO CITY, MEXICO STATION
10. LOCATION OF OFFICIAL STATION	MEXICO CITY, MEXICO
11. POSITION TITLE	OPS OFFICER D
12. POSITION NUMBER	[illegible]-340
12a. PCR CONTROL NO.	
13. CAREER SERVICE DESIGNATION	D
14. CLASSIFICATION SCHEDULE (GS, LB, etc.)	GS 14
15. OCCUPATIONAL SERIES	0136.01
16. GRADE AND STEP	14 3
17. SALARY OR RATE	$ 12,730

7

18. REMARKS

From: DDP/WH/4/BA-624/Wash.,D.C.

Subject scheduled to integrate o/a ~~21~~ 16 August 1961.

~~It is requested that this action be made effective no later than 6 August 1961.~~

1 copy to Security.

Security Approval Granted by Pers. SO/OS 7/12/61 8/21/61

18a. SIGNATURE OF REQUESTING OFFICIAL: Henry [illegible]

18b. SIGNATURE OF CAREER SERVICE APPROVING OFFICER: Ronald Gage

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

ACTION CODE	EMPL CODE	STATION CODE	ALLOWANCE	POSITION			DATE OF BIRTH
37	10	64700	WH	45075		3	10 31 22

FOR DATA

45. POSITION CONTROL CERTIFICATION: [illegible] Kearney 8/15/61

46. C/P APPROVAL: Ronald Gage

FORM 1152 OBSOLETE PREVIOUS EDITIONS

SECRET

14-00000

SECRET

12443

29 June 1961

MEMORANDUM FOR THE RECORD

SUBJECT: David A. Phillips

On 14 June 1961 the undersigned reviewed with Mr. David A. Phillips his career development prospects for the next five year period. We agreed that the following represented a desirable and fairly firm goal in this respect:

a. In general his future training and field experience should place sufficient stress on the CI and FI fields to avoid the career confinement of strict CA specialization.

b. His next assignment would be a normal field tour in Mexico City. Upon return from that assignment, he would receive up to six months training to be followed by an assignment to the CA Staff (or the organizational successor thereof). One of his primary undertakings in the CA Staff would be to develop what might best be termed "ideological warfare" (e.g., a search for basic ideas and concepts with wide appeal) as opposed to the normal propaganda approach (e.g., a running debate on current events).

RICHARD M. BISSELL, JR.
Deputy Director
(Plans)

cc: ASSA (Pers)
Attn Panel A
Mr. Phillips
Thru C/WH
OP/RSD

SECRET

14-00000

SECRET

1 June 1961

MEMORANDUM FOR: Chief, Finance Division

FROM : Chief, WH/4/Support

SUBJECT : Premium Pay

Due to the recent reduction in heavy workload requirements, the following employees are no longer entitled to Premium Pay. It is requested that this entitlement be discontinued effective c.o.b. 10 June 1961. The salaries are chargeable to Allotment #535-5000-8021:

BELSITO, Frank J.
BROWN, Fravel S.
CANN, Ruth E.
CARTWRIGHT, Cecil J.
CHELLINO, Samuel J.
KENT, William M.
MORALES, David S.
MURRAY, William J.
OVERJORDE, Robert W.
PATTON, Lee E.
PETERS, John D.
PHILIPS, David A.
PIEDMONTE, Robert P.
REYNOLDS, Robert

William E. Eisemann /s/

WILLIAM E. EISEMANN
Chief, WH/4/Support

Distribution:
2 - Chief, Finance Division (ea. employee)
2 - Director of Personnel (ea. employee)

SECRET

14-00000

SECRET

REQUEST FOR PERSONNEL ACTION

1. Serial No.	2. Name (Last-First-Middle)	3. Date Of Birth (Mo. Da. Yr.)	4. Vet. Pref. (None 0, 5 Pt-1, 10 Pt-2) Code	5. Sex	6. CS - EOD (Mo. Da. Yr.)

7. SCD (Mo. Da. Yr.)	8. CSC Retmt. (Yes-1 No-2) Code	9. CSC Or Other Legal Authority	10. Apmt. Affidav. (Mo. Da. Yr.)	11. FEGLI (Yes-1 No-2) Code	12. LCD (Mo. Da. Yr.)	13. Code (Yes-1 No-2)

PREVIOUS ASSIGNMENT

14. Organizational Designations	Code	15. Location Of Official Station	Station Code

16. Dept. - Field (Dept - USfld - Frgn -) Code	17. Position Title	18. Position No.	19. Serv.	20. Occup. Series

21. Grade & Step	22. Salary Or Rate	23. SD	24. Date Of Grade (Mo. Da. Yr.)	25. PSI Due (Mo. Da. Yr.)	26. Appropriation Number
	$				

ACTION

27. Nature Of Action	Code	28. Eff. Date (Mo. Da. Yr.)	29. Type Of Employee	Code	30. Separation Data
REASSIGNMENT	54		REGULAR	01	

PRESENT ASSIGNMENT

31. Organizational Designations	Code	32. Location Of Official Station	Station Code
DDP WH BRANCH 4	4211	WASH., D. C.	

33. Dept. - Field	Code	34. Position Title	35. Position No.	36. Serv.	37. Occup. Series
Dept - X	1	OPS OFFICER	BA-624	GS	0136.01

38. Grade & Step	39. Salary Or Rate	40. SD	41. Date Of Grade (Mo. Da. Yr.)	42. PSI Due (Mo. Da. Yr.)	43. Appropriation Number
14 3	$ 11835	D			0135 1000 1000

SOURCE OF REQUEST

A. Requested By (Name And Title) P. C. BOWERS WH/PERSONNEL OFFICER

B. For Additional Information Call (Name & Telephone Ext.) JOHN WASHINKO X8242

C. Request Approved By (Signature And Title)

CLEARANCES

Clearance	Signature	Date	Clearance	Signature	Date
A. Career Board			D. Placement		
B. Pos. Control			E.		
C. Classification			F. Approved By		

Remarks Staffing Complement Change.

2 copies to Security.

FORM NO. 1152 1 MAR 57 SECRET (4)

14-00000

SECRET

REQUEST FOR PERSONNEL ACTION

1. Serial No.	2. Name (Last-First-Middle)	3. Date Of Birth (Mo. Da. Yr.)	4. Vet. Pref. Code	5. Sex	6. CS-EOD (Mo. Da. Yr.)
54345	PHILLIPS, DAVID A.	10 31 22	1	M - W	03 14 60

7. SCD (Mo. Da. Yr.)	8. CSC Retmt Code	9. CSC Or Other Legal Authority	10. Apmt Affidav. (Mo. Da. Yr.)	11. FEGLI Code	12. LCD (Mo. Da. Yr.)	13. Code
02 12 54	1	CSCR 4C35	3 14 60	1	4 05 60	2

PREVIOUS ASSIGNMENT

14. Organizational Designations	Code	15. Location Of Official Station	Station Code
3-14-60	WH		

16. Dept.-Field	17. Position Title	18. Position No.	19. Serv.	20. Occup. Series

21. Grade & Step	22. Salary Or Rate	23. SD	24. Date Of Grade	25. PSI Due	26. Appropriation Number
	$				

ACTION

27. Nature Of Action	Code	28. Eff. Date (Mo. Da. Yr.)	29. Type Of Employee	Code	30. Separation Data
EXCEPTED APPOINTMENT*	11	3 14 60	REGULAR	26	

PRESENT ASSIGNMENT

DC.

31. Organizational Designations	Code	32. Location Of Official Station	Station Code
CS/CS DEVELOPMENT COMPLEMENT DDP WH DIVISION	4658	WASHINGTON, D. C.	

33. Dept.-Field Code	34. Position Title	35. Position No.	36. Serv.	37. Occup. Series
1	OPS OFFICER	C 3146 C	GS	0136.01

38. Grade & Step	39. Salary Or Rate	40. SD	41. Date Of Grade (Mo. Da. Yr.)	42. PSI Due (Mo. Da. Yr.)	43. Appropriation Number
14 3	$11,835	D	03 14 60	09 14 61	0320-1998

SOURCE OF REQUEST

A. Requested By (Name And Title) C/Bowers
P. C. BOWERS WH/PERSONNEL OFFICER

B. For Additional Information Call (Name & Telephone Ext.)
John Washinko X8242

C. Request Approved By (Signature And Title)

CLEARANCES

Clearance	Signature	Date	Clearance	Signature	Date
A. Career Board	[illegible]	2/2/60	D. Placement		
B. Pos. Control	ADH 3-9-60		E.		
C. Classification			F. Approved By	[illegible]	

Remarks
*See DIR 10716 (OUT 83837) released by DDP on 16 January 1960. Proposed EOD date is 22 February 1960. [illegible handwriting]
2 copies to Security Office. [illegible handwriting]

FORM NO. 1152
1 MAR 57

*APPOINTEE Received [illegible] 3/22/60

SECRET

14-00000

OFFICE OF PERSONNEL

FEB 4 2 37 PM '60

MAIL ROOM

RESIGNATION

I Resign For The Following Reason:		
My Last Working Day Will Be	This Date (Date Of Signature)	Signature

Forward Communications, Including Salary Checks And Bonds, To The Following Address (Number, Street, City, Zone, State):

[illegible]

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : File DATE: 18 March 1960

FROM :

SUBJECT: PHILLIPS, DAVID A.

Effective date of CA is 19 Aug 1958, per Mr. Toomey, x2823

This time is creditable for LCD only, per Mr. Stevens.

Mr. Phillips was same as independent contractor, per Lyle Miller, x3039.

[redacted] David Phillips [redacted]

Per Mr. Washenko x8242

Phillips is presently contract Agent.
also (ex Staff employee)

DDP. approval per Bissell via Cable.
Will be here to EOD 1 March.

WH - has already contacted (Osborne) Security
and they will grant clearance, subject
to poly.

Kennedy (MC) has copies of 89 (on
Phillips, wife and children). He says
ok to enter on duty, but will
be subject to medical when on
duty.

Phillips will be in (8 Feb) now.
for TDY and will have poly at
that time (1:00 pm)

2-8-6[redacted] ~~Cancelled poly~~ Poly [redacted] will be in W.60
~~[illegible]~~ 1st of March.

14-00000

SECRET
(When Filled In)

REQUEST FOR SECURITY CLEARANCE

NAME (LAST - FIRST - MIDDLE) (12 - 20): PHILLIPS, DAVID ATLEE			REQUEST NO. (1-6): CS/CS 1-8573 Dev. Cat.
			REQUEST DATE (7-11): 8 Feb 1966
			YEAR OF BIRTH (29-30): 1922
POSITION TITLE: OPS OFFICER	POSITION NUMBER (31 - 36)	OCCUP. CODE (37 - 42): 0136.01	GRADE (43-44): GS-14
LOCATION (CITY, STATE, COUNTRY): Washington, DC	ASSIGNMENT (OFFICE, DIVISION, BRANCH): DDP/WH Division CS/CS Dev Comp		ORGN. CODE (45-48): 1600
TYPE OF APPLICANT: REGULAR / CONTRACT / CONSULTANT / MILITARY	CONVERSION ACTION	IF OTHER, SPECIFY: CONTRACT to SE	TYPE OF APPL. (49): 7
NAME OF REQUESTER (OR OFFICIAL): G.M. Stewart/hc	TYPE OF ASSIGNMENT AND FUNDS: X HQS / USP / PP / V / X UV		HDQTRS & FUND (50): 1
CLEARANCE REQUIRED	PROVISIONAL FOR (INDICATE NAME OF POOL OR GROUP):	SECRET / X FULL	CLEARANCE (51): 3
ATTACHMENTS	PERSONAL HISTORY STATEMENT / PHOTOGRAPH(S)	APPENDIX I / APPENDIX II / REQUEST FOR WAIVER / REPORT OF INTERVIEW	RECRUIT. CODE (52-54): 004
VETERANS STATUS	X MALE - VETERAN / MALE - NON-VETERAN	FEMALE - VETERAN / FEMALE - NON-VETERAN	VET PREF. & SEX (55): 1

PLEASE EXPEDITE

Mr. Wachinko, WH Division, advises that Mr. Osborne (Office of Security) has indicated that subject would be granted immediate security clearance, subject to poly.

Former Staff Employee. Your Case #40696.

Presently Contract Agent.

HAND CARRY

0 SO
0 OTF

SPACE BELOW FOR OS USE ONLY

14-00000

☐ UNCLASSIFIED ☐ INTERNAL USE ONLY ☐ CONFIDENTIAL ☐ SECRET

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:
WH/Personnel

NO.

DATE 22 January 1960

TO: (Officer designation, room number, and building)	DATE RECEIVED	DATE FORWARDED	OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
1. WH/Pers Ofcr	22 Jan			Service as CA with agency is creditable toward RCD but not SCD. - 3-14-60 per Gene Stevens
2.				
3. C/WH/Support	JAN 1960 25			
4.				
5. WH/Pers				
6. Paul A	JAN 1960 26	1/27	RG	
7. CS/PO 2120 I Bldg.	4 Feb 60			Please coordinate with Ron Gage per his conversation with Mr. Bowers, WH/Pers on 22 Jan 60.
8.				
9. Mrs Calliotti				
10. CURK				Send 259 p to Mr Kennedy MO. stating 89's have been forwarded to MO on Phillips, wife and all children. Sent to MO 3-10-60
11.				
12.				
13.				
14. P				
15.				Ford Moved - 15 Mar - 8:30

FORM 1 DEC 56 610 USE PREVIOUS EDITIONS SECRET ☐ SECRET ☐ CONFIDENTIAL ☐ INTERNAL USE ONLY ☐ UNCLASSIFIED

U. S. GOVERNMENT PRINTING OFFICE: 1958 O - 476731

14-00000

☐ UNCLASSIFIED ☐ INTERNAL USE ONLY ☐ CONFIDENTIAL ☐ SECRET

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM: NEA/ADM/Personnel
1103 L Bldg. x8671

NO.

DATE 6 August 1958

TO: (Officer designation, room number, and building)	DATE RECEIVED	DATE FORWARDED	OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
1. NEA/B & F		8/6	LB	Employee had following: Security debriefing / CPD " / Finance " / Logistics " — [signature]
2.				
3. ~~NEA/TNG~~				
4.				
5. NEA/PERSONNEL		12 Aug 58	FDC	
6.				
7. CS/CS PANEL (Section A) 2100L	13 AUG 1958	AUG 13		
8. CPD	Dsh	15 Aug 58		1, 13, 00, 4, 1
9. ~~OFFICE OF PERSONNEL~~				
10. C/CPD				For your signature. Clean - Thru Reorg.
11. 2102-L				
12.				
13.				
14.				
15.				

14-32-12-4

FORM 610 USE PREVIOUS EDITIONS 1 DEC 56 ☐ SECRET ☐ CONFIDENTIAL ☐ INTERNAL USE ONLY ☐ UNCLASSIFIED

SECRET

UNCLASSIFIED ☐ INTERNAL USE ONLY ☐ CONFIDENTIAL SECRET

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM: NEA/ADM/Personnel
1103 I Bldg. x8671

NO.

DATE 16 May 1957

TO: (Officer designation, room number, and building)	DATE RECEIVED	DATE FORWARDED	OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
1. NEA/B & F			[illegible]	
2.				
3. NEA/TRG		20 May	[illegible]	
4.				
5. NEA/PERSONNEL		20 May		
6. C NEA	approved by DC/NEA			
7. WH DIVISION	22 May	22	JCB	Please attach current fitness report.
8.				
9. CS/CS PANEL (Section A) 2309L	MAY 24 1957	17 June	[illegible]	Latest Fitness Report for period February-September 1956 is in file. Shortly after this period subject was returned for TDY with NEA. Bryan WH/PER
10. PED	20/6/57	6/21/57	[illegible]	
11. ~~OFFICE OF PERSONNEL~~ PI	JUN 1957	25 JUN 1957	MB	
12. CPD Room 801 16th St. 10/6	26 June	26 June	Dck	261 [illegible] 20 Jun 57 [illegible] # 542 [illegible]
13. Ken				
14. Chief/CPD — For your signature please				TO support check list of needed submitted [illegible] 19 June [illegible]
15. CONTRACT PERSONNEL DIVISION Room 807 [illegible] Ext [illegible]				

FORM 1 DEC 56 610 USE PREVIOUS EDITIONS SECRET ☐ CONFIDENTIAL ☐ INTERNAL USE ONLY ☐ UNCLASSIFIED

SECRET
(WHEN FILLED IN)

REPORT OF SEPARATION

DATE	18 August 1958
SERVICE DESIGNATION	DP

1. NAME (LAST - FIRST - MIDDLE)	2. DATE OF BIRTH	3. JOB TITLE	4. GRADE
David Phillips [redacted]	10/31/22	Ops Officer (PP)	GS-14

5. OFFICE	6. DIVISION	7. BRANCH
DDP/NEA	DDP/NEA	Egypt & Arab States Br.

8. LONGEVITY COMPUTATION DATE	9. DATE OF RESIGNATION	10. SEPARATION CATEGORY
4/1/55	13 Aug 58	1,13,00,4,1

11. DATE EXIT INTERVIEW	12. NAME OF EXIT INTERVIEWER

13. REMARKS

To enter Private Business

This is for record only
No exit interview conducted

14. ☐ IS ☐ IS NOT RECOMMENDED FOR RE-EMPLOYMENT

SIGNATURE OF SUPERVISOR

15. ☐ IS ☐ IS NOT RECOMMENDED FOR RE-EMPLOYMENT

SIGNATURE OF PLACEMENT OFFICER

16. ☐ IS ☐ IS NOT RECOMMENDED FOR RE-EMPLOYMENT

SIGNATURE OF PERSONNEL RELATIONS OFFICER

14-00000

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : The record

DATE: 15 Aug 58

FROM : Dorothy S. Kreinheder/CPD(Staff Agent Branch)

SUBJECT: David Phillips [redacted]

1. This is certification that during the Personnel interview with Mr. [redacted] on 7 Aug 58 he specifically stated that he did not want an SF-8(Unemployment Compensation Program) sent to the DDP/NEA Division.

2. Subject coordinated with CCB 7 Aug 58 re: retirement(all services were being combined and sent to the CSC)

3. Subject had intention of checking B & C re: Hospitalization, Mutual Insurance & Conversion of FEGLI.

Dorothy S. Kreinheder

Dorothy S. Kreinheder

14-00000

11 August 1958

I resign from Central Intelligence Agency effective close-of-business Wednesday 13th of August, 1958.

David A. Phillips

4524 Washburn St.
Fort Worth, Texas

14-00000

SECRET
(When Filled In)

REQUEST FOR PERSONNEL ACTION

DATE PREPARED Mo	Da	Yr	V to V / UV to V	V to UV / UV to UV
8	6	58		

1. Serial No.	2. Name (Last-First-Middle)	3. Date of Birth Mo / Da / Yr	4. Vet. Pref.	5. Sex	6. CS - EOD Mo / Da / Yr
	[illegible] [redacted]	10 / 31 / 22	None-0 5 Pt-1 10 Pt-2 / Code	M	

7. SCD Mo / Da / Yr	8. CSC Retmt. Yes - 1 No - 2 / Code	9. CSC Or Other Legal Authority	10. Apmt. Affidav. Mo / Da / Yr	11. FEGLI Yes-1 No-2 / Code	LCD Mo / Da / Yr	13. MIL. SERV. CREDIT, LCD Yes - 1 No - 2 / Code

PREVIOUS ASSIGNMENT

14. Organizational Designations	Code	15. Location Of Official Station	Station Code
DDP/NEA PROJECT ANNEX EGYPT & ARAB STATES BRANCH PROJECT PECTATE		BEIRUT, LEBANON	

16. Dept.-Field (Dept - Field - Frgn -)	Code	17. Position Title	18. Position No.	19. Serv.	20. Occup. Series
	5	OPS. OFFICER (PD)	PEP 8127	GS	0136.31

21. Grade & Step	22. Salary Or Rate	23. SD	24. Date Of Grade Mo / Da / Yr	25. PSI Due Mo / Da / Yr	26. Appropriation Number
14 3	$ 11,835.00	DP			9-3[illegible]-91-215

ACTION

27. Nature Of Action	Code	28. Eff. Date Mo / Da / Yr	29. Type Of Employee	Code	30. Separation Data
RESIGNATION*	[illegible]	8 / 13 / 58	REGULAR (SA)		

PRESENT ASSIGNMENT

31. Organizational Designations	Code	32. Location Of Official Station	Station Code

33. Dept.-Field (Dept - Field - Frgn -)	Code	34. Position Title	35. Position No.	36. Serv.	37. Occup. Series

38. Grade & Step	39. Salary Or Rate	40. SD	41. Date Of Grade Mo / Da / Yr	42. PSI Due Mo / Da / Yr	43. Appropriation Number
	$				

SOURCE OF REQUEST

A. Requested By (Name And Title): FRANK J. DEWALD, Jr., NEA/SS/PERSONNEL

B. For Additional Information Call (Name & Telephone Ext.): Shirley M. Ryan ext. 6[illegible]

C. Request Approved By (Signature And Title):

CLEARANCES

Clearance	Signature	Date	Clearance	Signature	Date
A. Career Board	Ronald Gage	[illegible] 13	D. Placement		
B. Pos. Control			E.		
C. Classification			F. Approved By	[illegible]	8/14/58

Remarks

*See reverse side.

Employee [illegible] following [illegible] – [illegible] – [illegible] – [illegible] – [illegible] – [illegible]

FORM 12-57 1152a (USE PREVIOUS EDIT) SECRET (4)

14-00000

SECRET

(When Filled In)

RESIGNATION

I Resign For The Following Reason:

ENTER PRIVATE BUSINESS

My Last Working Day Will Be	This Date (Date Of Signature)	Signature
Cob 13 Aug 58	13 Aug 58	[redacted]

Forward Communications, Including Salary Checks And Bonds, To The Following Address (Number, Street, City, Zone, State):

4804 WASHBURN - FORT WORTH, TEXAS

SECRET

14-00000

SECRET

STANDARD FORM 52

REQUEST FOR PERSONNEL ACTION

UNVOUCHERED

REQUESTING OFFICE: Fill in items 1 through 12 and A through D except 6B and 7 unless otherwise instructed. If applicable, obtain resignation and fill in separation data on reverse.

1. NAME (Mr.–Miss–Mrs.–One given name, initial(s), and surname)	2. DATE OF BIRTH	3. REQUEST NO.	4. DATE OF REQUEST
[redacted] (P) David Phillips	31 Oct.1922		16 May '57

5. NATURE OF ACTION REQUESTED:
A. PERSONNEL (Specify whether appointment, promotion, separation, etc.)
Reassignment (Staff Agent)

B. POSITION (Specify whether establish, change grade or title, etc.)

6. EFFECTIVE DATE
A. PROPOSED: ~~30 April 1957~~ 16 June 57 Beg. Jack 17 June 57
B. APPROVED: 16 JUN 1957

7. C.S. OR OTHER LEGAL AUTHORITY

	FROM		TO
8. POSITION TITLE AND NUMBER	Ops. Off. (PP) BAF 125		Ops. Off. (PP) BEP-8727
9. SERVICE, GRADE, AND SALARY	GS-0136.31-14 $10,535.00 p.a. OK		GS-0136.31-14 $10,535.00 p.a.
10. ORGANIZATIONAL DESIGNATIONS	DDP/WH Branch III Havana, Cuba - Station		DDP/NEA Egypt and Arab States Branch Project PECTATE
11. HEADQUARTERS	Havana, Cuba		Beirut, Lebanon
12. FIELD OR DEPARTMENTAL	[X] FIELD [ ] DEPARTMENTAL		[X] FIELD [ ] DEPARTMENTAL

A. REMARKS (Use reverse if necessary)
Concur: Released for assignment + moved to NEA — 11 July 57
[illegible] 11 July 57
[illegible] Security 16 May 57

B. REQUESTED BY (Name and title)
T. J. Hester, NEA/ADM/PERSONNEL

C. FOR ADDITIONAL INFORMATION CALL (Name and telephone extension)
Shirley Matthews ext. 8671

D. REQUEST APPROVED BY
Signature:
Title:

13. VETERAN PREFERENCE — NONE | 5WO | OTHER | 5 PT | 10 POINT DISAB. | OTHER

14. POSITION CLASSIFICATION ACTION — NEW | VICE | L.A. | REAL.
[illegible] 14 JUNE 57
SD+DP

15. SEX: M

16. Certify Funds Available:
Oblig. R56-3545-55-055
Charge A7-3361-91-215

17. SUBJECT TO C.S. RETIREMENT ACT (YES—NO): Yes

18. DATE OF APPOINTMENT AFFIDAVITS (ACCESSIONS ONLY)

19. LEGAL RESIDENCE: [ ] CLAIMED [ ] PROVED STATE:

20. STANDARD REMARKS

Present Letter O.K. Per Klw. 8 July 57
Fontana taking care of Egypt. Allowances.

APPROVED 16 JUN 1957

21. CLEARANCES	INITIAL OR SIGNATURE	DATE	REMARKS
A			
B. CEIL. OR POS. CONTROL		25 JUN 1957	
C. CLASSIFICATION		21 June 57	
D. PLACEMENT OR EMPL.		14 June 57	
E			

F. APPROVED BY
Louis W. [illegible]
10 JUL 1957

SECRET

SECRET

STANDARD FORM 52

REQUEST FOR PERSONNEL ACTION

UNVOUCHERED

REQUESTING OFFICE: Fill in items 1 through 12 and A through D except 6B and 7 unless otherwise instructed. If applicable, obtain resignation and fill in separation data on reverse.

1. NAME (Mr.—Miss—Mrs.—One given name, initial(s), and surname)	2. DATE OF BIRTH	3. REQUEST NO.	4. DATE OF REQUEST
[redacted])	31 Oct 1922		7 May 1956

5. NATURE OF ACTION REQUESTED
A. PERSONNEL (Specify whether appointment, promotion, separation, etc.)
Reassignment (Staff Agent)

B. POSITION (Specify whether establish, change grade or title, etc.)

6. EFFECTIVE DATE
A. PROPOSED:
B. APPROVED: JUN 3 1956

7. C.S. OR OTHER LEGAL AUTHORITY

FROM—		TO—
Ops Officer (PP) BAF-125	8. POSITION TITLE AND NUMBER	Ops Officer (PP) BAF-125
	9. SERVICE, GRADE, AND SALARY	GS-0136.31-14 $10320.00 p.a.
	10. ORGANIZATIONAL DESIGNATIONS	DDP/WH Branch III HAVANA - Cuba - STATION
	11. HEADQUARTERS	Havana, Cuba
☐ FIELD ☐ DEPARTMENTAL	12. FIELD OR DEPARTMENTAL	☒ FIELD ☐ DEPARTMENTAL (DP)

A. REMARKS (Use reverse if necessary)

New T/O

POSTED ON ... 56

USED IN LIEU OF SF50 NOTIFICATION OF PERSONNEL ACTION

B. REQUESTED BY (Name and title)
Philip C. Brown C/WH

C. FOR ADDITIONAL INFORMATION CALL (Name and telephone extension)
J. SOSLANOVICH X-4457

D. REQUEST APPROVED BY
Signature:
Title:

13. VETERAN PREFERENCE

NONE	WWII	OTHER	5-PT	10-POINT DISAB.	10-POINT OTHER

14. POSITION CLASSIFICATION ACTION

NEW	VICE	I.A.	REAL

SD-DP

15. SEX	16. RACE	17. APPROPRIATION	18. SUBJECT TO C.S. RETIREMENT ACT (YES—NO)	19. DATE OF APPOINTMENT AFFIDAVITS (ACCESSIONS ONLY)	20. LEGAL RESIDENCE
M	W	FROM: 6-3545-55-355 TO: Same			☐ CLAIMED ☐ PROVED STATE:

21. STANDARD FORM 50 REMARKS

~~Approved~~ CONCUR
PP/Career Service

APPROVED
CONTRACT PERSONNEL DIVISION
... 1956

22. CLEARANCES	INITIAL OR SIGNATURE	DATE
A.		
B. CEIL. OR POS. CONTROL		
C. CLASSIFICATION		
D. PLACEMENT OR EMPL.	CEB 5/7/56	
E.		

REMARKS:

F. APPROVED BY
Ralph A. ...

SECRET

14-00000

STANDARD FORM 52

REQUEST FOR PERSONNEL ACTION

UNVOUCHERED

REQUESTING OFFICE: Fill in items 1 through 12 and A through D except 6B and 7 unless otherwise instructed. If applicable, obtain resignation and fill in separation data on reverse.

1. NAME (Mr. – Miss – Mrs. – One given name, initial(s), and surname)	2. DATE OF BIRTH	3. REQUEST NO.	4. DATE OF REQUEST
David Phillips [redacted]	31 Oct 1922		16 Jan 56

5. NATURE OF ACTION REQUESTED:
A. PERSONNEL (Specify whether appointment, promotion, separation, etc.)
Excepted Appointment (Staff Agent)
B. POSITION (Specify whether establish, change grade or title, etc.)

6. EFFECTIVE DATE
A. PROPOSED:
B. APPROVED: FEB 7 1956

7. C S OR OTHER LEGAL AUTHORITY

FROM—		TO—
	8. POSITION TITLE AND NUMBER	Ops Officer (PP) BAF-125
	9. SERVICE, GRADE, AND SALARY	GS-0136.31-14 $10,320.00 p.a.
	10. ORGANIZATIONAL DESIGNATIONS	DDP/WH
	11. HEADQUARTERS	Havana, , Cuba
☐ FIELD ☐ DEPARTMENTAL	12. FIELD OR DEPARTMENTAL	☒ FIELD ☐ DEPARTMENTAL (PP)

A. REMARKS (Use reverse if necessary)

B. REQUESTED BY (Name and title) [signature] C/WH

C. FOR ADDITIONAL INFORMATION CALL (Name and telephone extension) P. E. POWERS

D. REQUEST APPROVED BY
Signature:
Title:

13. VETERAN PREFERENCE

NONE	WW II	OTHER	5-PT.	10 POINT DISAB.	10 POINT OTHER
			X		

14. POSITION CLASSIFICATION ACTION

NEW	VICE	L.A.	REAL.	
				SD-DP

15. SEX	16. RACE	17. APPROPRIATION	18. SUBJECT TO C S RETIREMENT ACT (YES—NO)	19. DATE OF APPOINTMENT AFFIDAVITS (ACCESSIONS ONLY)	20. LEGAL RESIDENCE
M	W	FROM: TO 6-3545-55-055	Yes		☐ CLAIMED ☐ PROVED STATE:

21. STANDARD FORM 50 REMARKS

[stamp] approved JAN 1956 ... Service

APPROVED
CONTRACT PERSONNEL DIVISION

22. CLEARANCES	INITIAL OR SIGNATURE	DATE
A		
B CEIL. OR POS. CONTROL		23 JAN 1956
C CLASSIFICATION		
D PLACEMENT OR EMPL.	OCR	1/18/56
E		

REMARKS Effective FEB 7 1956

F APPROVED BY [signature]

14-00000

STANDARD FORM 52

REQUEST FOR PERSONNEL ACTION

BOUCHERED

REQUESTING OFFICE: Fill in items 1 through 12 and A through D *except 6B and 7* unless otherwise instructed. If applicable, obtain resignation and fill in separation data on reverse.

1. NAME (Mr.–Miss–Mrs.–One given name, initial(s), and surname)	2. DATE OF BIRTH	3. REQUEST NO.	4. DATE OF REQUEST
Mr. David A. PHILLIPS	31 Oct 1922		16 January 1956

5. NATURE OF ACTION REQUESTED:
A. PERSONNEL (Specify whether appointment, promotion, separation, etc.)

Resignation

B. POSITION (Specify whether establish, change grade or title, etc.)

6. EFFECTIVE DATE
A. PROPOSED:
B. APPROVED: FEB 6 1956

7. C S OR OTHER LEGAL AUTHORITY

FROM—		TO—
Ops Officer BW-229	8. POSITION TITLE AND NUMBER	
GS-0136.31-14 $10,320.00 p.a.	9. SERVICE, GRADE, AND SALARY	
DDP/PP Operations Staff Information Coordination Division Office of the Chief	10. ORGANIZATIONAL DESIGNATIONS	
Washington, D. C.	11. HEADQUARTERS	
☐ FIELD ☒ DEPARTMENTAL	12. FIELD OR DEPARTMENTAL	☐ FIELD ☐ DEPARTMENTAL

A. REMARKS (Use reverse if necessary)

Concurrence with Mr Shafer Daif/ICD/PP by phone 3 Feb 1956. KLW.

To seek other employment.

B. REQUESTED BY (Name and title) [signature] C/WH

C. FOR ADDITIONAL INFORMATION CALL (Name and telephone extension) F. C. BOWERS X 4457

D. REQUEST APPROVED BY

Signature:

Title:

13. VETERAN PREFERENCE

NONE	WWII	OTHER	5-PT.	10-POINT DISAB	10-POINT OTHER
			X		

14. POSITION CLASSIFICATION ACTION

NEW	VICE	T A	REAL

SD-CP

15. SEX	16. RACE	17. APPROPRIATION	18. SUBJECT TO C S RETIREMENT ACT (YES–NO)	19. DATE OF APPOINTMENT AFFIDAVITS (ACCESSIONS ONLY)	20. LEGAL RESIDENCE
M	W	FROM: 6-2105-20 TO			☐ CLAIMED ☐ PROVED STATE:

21. STANDARD FORM 50 REMARKS

Approved ... [signature] ... FP/Career Service

22. CLEARANCES	INITIAL OR SIGNATURE	DATE	REMARKS
A.			
B CEIL. OR POS CONTROL		23 JAN 1956	
C. CLASSIFICATION			
D PLACEMENT OR EMPL.	OEL	1/4/56	
E			

F. APPROVED BY [signature] per F. Bear, Jr 18 Jan '56

14-00000

STANDARD FORM 52

REQUEST FOR PERSONNEL ACTION

VOUCHERED

REQUESTING OFFICE: Fill in items 1 through 12 and A through D except 6B and 7 unless otherwise instructed. If applicable, obtain resignation and fill in separation data on reverse.

1. NAME (Mr.—Miss—Mrs.—One given name, initial(s), and surname)	2. DATE OF BIRTH	3. REQUEST NO.	4. DATE OF REQUEST
MR. DAVID A[redacted] PHILLIPS	31 Oct '22		16 Sept. '55

5. NATURE OF ACTION REQUESTED: A. PERSONNEL (Specify whether appointment, promotion, separation, etc.)

REASSIGNMENT (CORRECTION)

B. POSITION (Specify whether establish, change grade or title, etc.)

6. EFFECTIVE DATE A. PROPOSED:

B. APPROVED 1955

7. C.S. OR OTHER LEGAL AUTHORITY

	FROM—		TO—
8. POSITION TITLE AND NUMBER	Paramilitary Off. BW-156		Ops Officer BW-229
9. SERVICE, GRADE, AND SALARY	GS-0136.11-14 ~~$9600~~ 10,320 p/a		GS-0136.31-14 ~~$9600~~ 10,320 p/a
10. ORGANIZATIONAL DESIGNATIONS	DDP/PP Operations Staff Office of the Chief		DDP/PP Operations Staff Information Coordination Div. Office of the Chief
11. HEADQUARTERS	Washington, D. C.		Washington, D. C.
12. FIELD OR DEPARTMENTAL	FIELD [ ] DEPARTMENTAL [XXX]		FIELD [ ] DEPARTMENTAL [XXX]

A. REMARKS (Use reverse if necessary)

To correct allotment number shown in action effective 14 Aug '55

B. REQUESTED BY (Name and title)
Laura E. Keen, AC/PP/Admin

C. FOR ADDITIONAL INFORMATION CALL (Name and telephone extension)
Frances A. Taylor - x-8606

D. REQUEST APPROVED BY
Signature:
Title:

13. VETERAN PREFERENCE: NONE | WWII | OTHER | 5 PT | 10-POINT DISAB. | OTHER — X

14. POSITION CLASSIFICATION ACTION: NEW | VICE | L.A. | REAL — SD:DP

15. SEX: M | 16. RACE: W | 17. APPROPRIATION: FROM 6-2101-20 TO 6-2105-20 — Correct

18. SUBJECT TO C.S. RETIREMENT ACT: Yes

19. DATE OF APPOINTMENT AFFIDAVITS (ACCESSIONS ONLY)

20. LEGAL RESIDENCE: CLAIMED [ ] PROVED [ ] STATE Texas

21. STANDARD FORM 50 REMARKS

Approved SEP 20 1955
D. M. Collins
PP/Career Service

22. CLEARANCES	INITIAL OR SIGNATURE	DATE	REMARKS
A			
B. CEIL. OR POS. CONTROL		26 Sept 55	
C. CLASSIFICATION			
D. PLACEMENT OR EMPL.	Gel 21 Sept 55		
E.			

F. APPROVED BY: [illegible] for [illegible] 22 Sept 55

14-00000

STANDARD FORM 52

REQUEST FOR PERSONNEL ACTION

VOUCHERED

REQUESTING OFFICE: Fill in items 1 through 12 and A through D except 6B and 7 unless otherwise instructed. If applicable, obtain resignation and fill in separation data on reverse.

1. NAME (Mr.—Miss—Mrs.— One given name, initial(s), and surname)	2. DATE OF BIRTH	3. REQUEST NO.	4. DATE OF REQUEST
MR. DAVID ~~[illegible]~~ A. PHILLIPS	31 Oct. 1922		1 July 1955

5. NATURE OF ACTION REQUESTED
A. PERSONNEL (Specify whether appointment, promotion, separation, etc.)
Reassignment

B. POSITION (Specify whether establish, change grade or title, etc.)

6. EFFECTIVE DATE
A. PROPOSED:
B. APPROVED: 14 Aug 55

7. C.S. OR OTHER LEGAL AUTHORITY

FROM—		TO—
Paramilitary Off. BW-156	8. POSITION TITLE AND NUMBER	Ops Officer / BW-229
GS-0136.11-14 ~~$9600~~ 10320 p/a	9. SERVICE, GRADE, AND SALARY	GS-0136.31-14 ~~$9600~~ 10320 p/a
DDP/PP Operations Staff Office of the Chief	10. ORGANIZATIONAL DESIGNATIONS	DDP/PP Operations Staff Information Coordination Div. Office of the Chief
Washington, D.C.	11. HEADQUARTERS	Washington, D.C.
[ ] FIELD [XX] DEPARTMENTAL	12. FIELD OR DEPARTMENTAL	[ ] FIELD [XX] DEPARTMENTAL

A. REMARKS (Use reverse if necessary)

For record purposes only

Approved JUL 14 1955
[signature]
PP/Career Service

B. REQUESTED BY (Name and title) [signature]
Jeanne K. Letellier, C/PP/Admin

C. FOR ADDITIONAL INFORMATION CALL (Name and telephone extension)
Frances A. Taylor, x 8606

D. REQUEST APPROVED BY
Signature:
Title:

13. VETERAN PREFERENCE

NONE	WAIV	OTHER	5 PT.	10 POINT DISAB	10 POINT OTHER
			X		

14. POSITION CLASSIFICATION ACTION

NEW	VICE	L.A.	REAL.

SD-DP

15 SEX	16 RACE	17 APPROPRIATION	18 SUBJECT TO C.S. RETIREMENT ACT (125-30)	19. DATE OF APPOINTMENT AFFIDAVITS (ACCESSIONS ONLY)	20 LEGAL RESIDENCE
M	W	FROM: 5-2101-20 TO: 6-2101-20	[illegible]	7 Apr 55	[ ] CLAIMED [ ] PROVED STATE: [illegible]

21. STANDARD FORM 50 REMARKS

22 CLEARANCES	INITIAL OR SIGNATURE	DATE	REMARKS
A			
B CEIL OR POS CONTROL	SRB	27 Jul 55	
C CLASSIFICATION			
D PLACEMENT OR EMPL.	JB	8-1	
E			

F. APPROVED BY [signature] per [illegible] Bear Jr 1 Aug 55

14-00000

SECRET

ENTRANCE ON DUTY NOTICE

2. DATE: 7 June 1955

1. TO: Frac Taylor

DDP/PP

3. NAME (LAST) (FIRST) (MIDDLE): Phillips, David A.

4. JOB TITLE AND GRADE: Paramilitary Off. GS-14

5. EFFECTIVE DATE OF ACTION: 1 April 1955

[X] E.O.D.
[ ] REASSIGNMENT
OTHER:

8. TYPE CLEARANCE: Full

10. REMARKS:

H. G. Reynolds sep

DISTRIBUTION: ORIGINAL AND COPY (WHITE) TO ITEM NO. 3. COPY (PINK) TO PERSONNEL FOLDER

FORM NO. 37-118 NOV 1952 PREVIOUS EDITIONS NOT TO BE USED (4)

SECRET

CONFIDENTIAL

REQUEST FOR PRE-EMPLOYMENT MEDICAL EVALUATION

1. DATE: 4/7/55

2. NAME (LAST) (FIRST) (MIDDLE): Phillips, David Atlee

3. SUSPENSE DATE (10 WORKING DAYS)

4. ORGANIZATIONAL ASSIGNMENT: DDP/PP

5. POSITION TITLE (and grade): Paramilitary Officer GS-14

6. PERSONNEL DIVISION [X] Overt [ ] Covert

7. THE MEDICAL OFFICE IS REQUESTED TO CHECK THE DESIRED ACTION, RETURNING THE ORIGINAL COPY OF THIS FORM TO THE APPROPRIATE PERSONNEL DIVISION NO LATER THAN THE SUSPENSE DATE INDICATED IN ITEM NO. 3.

A [X] Approve processing for E.O.D.
B [ ] Hold pending receipt of additional medical information (Form letters attached)
C [ ] Request pre-employment medical examination
D [ ] Rejected for medical reasons

8. Remarks:

This (approval) ~~(request)~~ supersedes the previous (hold ~~approval~~)

H. Felder   James M. Sandy Jr.

SIGNATURE FOR MEDICAL OFFICE

FORM NO. 37-163 FEB 1953 (4)

CONFIDENTIAL

CONFIDENTIAL

REQUEST FOR PRE-EMPLOYMENT MEDICAL EVALUATION

1. DATE: ~~30~~ 31 March 1955

2. NAME (LAST) (FIRST) (MIDDLE): Phillips, David Atlee

3. SUSPENSE DATE (10 WORKING DAYS)

4. ORGANIZATIONAL ASSIGNMENT: DDP/PP

5. POSITION TITLE (and grade): Paramilitary Off. GS-14

6. PERSONNEL DIVISION [X] Overt [ ] Covert

7. THE MEDICAL OFFICE IS REQUESTED TO CHECK THE DESIRED ACTION, RETURNING THE ORIGINAL COPY OF THIS FORM TO THE APPROPRIATE PERSONNEL DIVISION NO LATER THAN THE SUSPENSE DATE INDICATED IN ITEM NO. 3.

A [ ] Approve processing for E.O.D.
B [X] Hold pending receipt of additional medical information (Form letters attached)
C [ ] Request pre-employment medical examination
D [ ] Rejected for medical reasons

8. Remarks:

ADDITIONAL MEDICAL INFO ON: (4-6-55)

Trench mouth or pyorrhea
Bed wetting after 6 years of age.

14-00000

CONFIDENTIAL

REQUEST FOR SECURITY CLEARANCE

REQUEST NO. SR-6033-PP

DATE 31 ~~30~~ March 1955

FULL NAME (LAST)	(FIRST)	(MIDDLE)	YEAR OF BIRTH
Phillips,	David	Atlee	1922

POSITION TITLE	GRADE	CODE
Paramilitary Off. PP DW-156-14	GS-14	

LOCATION (OFFICE)	CODE	DIVISION	CODE	BRANCH	CODE
DDP/PP		Operations Staff		Ofce of Chief	

GEOGRAPHIC DESTINATION (CITY AND STATE OR COUNTRY, AS APPROPRIATE)

Washington, D. C.

TYPE OF EMPLOYEE: 1. [X] REGULAR 2. [ ] CONTACT 3. [ ] CONSULTANT 4. [ ] MILITARY 5. [ ] OTHER:

FUNDS: [X] VOUCHERED [ ] UNVOUCHERED

TYPE(S) OF SECURITY CLEARANCE REQUESTED

[ ] PROVISIONAL FOR: (Show name of pool or group)

[ ] SECRET

[X] FULL

[ ] WAIVER

AVAILABILITY DATE (Da-Mo-Yr)	EST. CLEARANCE DATE (Mo-Yr)	RECRUITMENT SOURCE	CODE
ASAP			06

SEX AND VETERAN STATUS: 1. [X] M-V 2. [ ] M-NV 3. [ ] F-V 4. [ ] F-NV

REMARKS:

NO CORRED

Attachments:
PHS 1 (SO) 1 (otf)
Append. I ~~A-II-~~ 1
Photos. ____

H. O. Reynolds
SIGNATURE ep
Director of Personnel

FORM NO. 37-104
JUN 1951

CONFIDENTIAL

14-00000

UNCLASSIFIED CONFIDENTIAL SECRET

ROUTING AND RECORD SHEET

INSTRUCTIONS: Officer designations should be used in the "TO" column. Under each comment a line should be drawn across sheet and each comment numbered to correspond with the number in the "TO" column. Each officer should initial (check mark insufficient) before further routing. This Routing and Record Sheet should be returned to Registry

FROM: PP/CS

TELEPHONE

NO.

DATE 3 March 55

TO	ROOM NO	DATE REC'D	DATE FWD'D	OFFICER'S INITIALS	TELEPHONE
1. CS/CSP	2001 L	3/3	3/3	[illegible]	
2. [illegible]		3 March	3 March	[illegible]	
3. Ledford		3/4	3/17	BW	
4. P&RD	Curie				
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					

COMMENTS

2. I'd suggest we [illegible] an [illegible] [illegible] CS/CSP and [illegible] a [illegible] sheet for the info of all members.

2 & 3 agree.

[illegible]

FORM 1 MAY 54 51-10 PREVIOUS EDITIONS MAY BE USED SECRET CONFIDENTIAL UNCLASSIFIED

STANDARD FORM 52

REQUEST FOR PERSONNEL ACTION

VOUCHERED

REQUESTING OFFICE: Fill in items 1 through 12 and A through D except 6B and 7 unless otherwise instructed. If applicable, obtain resignation and fill in separation data on reverse.

1. NAME (Mr.—Miss—Mrs.—One given name, initial(s), and surname)	2. DATE OF BIRTH	3. REQUEST NO.	4. DATE OF REQUEST
MR. DAVID ATLEE PHILLIPS	31 October 1922		4 Feb. '55

5. NATURE OF ACTION REQUESTED
A. PERSONNEL (Specify whether appointment, promotion, separation, etc.)
EXCEPTED APPOINTMENT

B. POSITION (Specify whether establish, change grade or title, etc.)

6. EFFECTIVE DATE
A. PROPOSED: 1 April 1955
B. APPROVED:

7. C. S. OR OTHER LEGAL AUTHORITY

FROM—		TO—
	8. POSITION TITLE AND NUMBER	Paramilitary Off. ~~EP~~ PP BW-156 – 14
	9. SERVICE, GRADE, AND SALARY	GS-0136.11-14 $9600 p/a
	10. ORGANIZATIONAL DESIGNATIONS	DDP/~~EP~~ PP Operations Staff Office of the Chief
	11. HEADQUARTERS	Washington, D.C.
☐ FIELD ☐ DEPARTMENTAL	12. FIELD OR DEPARTMENTAL	☐ FIELD ☒ DEPARTMENTAL

A. REMARKS (Use reverse if necessary)
For slotting purposes only pending approval of new T/O

John E. Baker, C/PP

B. REQUESTED BY (Name and title)
Jeanne K. Letellier, C/PP/Admin

C. FOR ADDITIONAL INFORMATION CALL (Name and telephone extension)
Frances A. Taylor, x 8606

D. REQUEST APPROVED BY
Signature:
Title: Career Service:PP

13. VETERAN PREFERENCE: NONE | WAII | OTHER 5 PT | 10 POINT (DISAB / OTHER)

14. POSITION CLASSIFICATION ACTION: NEW | VICE | I.A. | REAL
CS/Acting
SD:~~EP~~ D

15. SEX	16. RACE	17. APPROPRIATION	18. SUBJECT TO C.S. RETIREMENT ACT (YES—NO)	19. DATE OF APPOINTMENT AFFIDAVITS (ACCESSIONS ONLY)	20. LEGAL RESIDENCE
M	W	FROM: TO 5-2101-20			☐ CLAIMED ☐ PROVED STATE:

21. STANDARD FORM 50 REMARKS

Approved MAR 2 1955
PP/Career Service

22. CLEARANCES	INITIAL OR SIGNATURE	DATE	REMARKS:
A.			
B. CEIL. OR POS. CONTROL	EH	3/24	
C. CLASSIFICATION			
D. PLACEMENT OR EMPL.		3/15/55	
E.			

F. APPROVED BY Robert A. Stricklin by John J. Caldwell

10—87329-2

14-00000

UNCLASSIFIED | CONFIDENTIAL | SECRET

ROUTING AND RECORD SHEET

INSTRUCTIONS: Officer designations should be used in the "TO" column. Under each comment a line should be drawn across sheet and each comment numbered to correspond with the number in the "TO" column. Each officer should initial (check mark insufficient) before further routing. This Routing and Record Sheet should be returned to Registry.

FROM:	TELEPHONE	NO.
PP/Admin		DATE 7 February 1955

TO	ROOM NO.	DATE REC'D	DATE FWD'D	OFFICER'S INITIALS	TELEPHONE	COMMENTS
1. C/PP	2032 K	FEB 1955	21 Feb	JBW		Contract will be terminated effective 19 April 55
2. CS/PP				RMC		
3. OS/CS	2031 L		25 Feb	[illegible]		3 & 4.
4. PP/CMO Mr. Gee	2405 K					Dwight, Per our telephone conversation, I feel that our Career System should provide for the review of such cases from the point of view of: (a) Bringing someone in at this grade level (b) Whether the person's background & experience indicate that he should be picked up under the jurisdiction of a specialist panel or the CS Panel. It seems to me ~~that~~ such review could be the responsibility of the CS Panel or of the functional Panel concerned. The latter seems to make most sense. Could you review this one in PP from that point of view and let me know how you folks feel on the policy questions?
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
14.						
15.						

FORM 1 MAY 54 51-10 PREVIOUS EDITIONS MAY BE USED | SECRET | CONFIDENTIAL | UNCLASSIFIED (40)

SECRET 11 DEC 1957

MEMORANDUM FOR: Chief, Finance Division

SUBJECT: Equalization Allowance Adjustment for [redacted]

David Phillips

1. Effective 15 December 1957, subject individual's equalization allowance is decreased from $950 to $565 per annum due to a decrease in the cost of living at subject's post as compared with Washington, D. C.

2. All other terms and conditions of the original authorization remain in full force and effect.

SIGNED

Louis W. Armstrong
Chief, Contract Personnel Division

Distribution:
Orig. and 1 - Addressee
2 - NEA Division
2 - CPD

OP/CPD:HSurles:ahw (9 Dec 57)

SECRET

14-00000

S-E-C-R-E-T
(When Filled In)

27 JUN 1957

MEMORANDUM FOR: Chief, Contract Personnel Division

ATTENTION :

FROM : Deputy Director of Security (Investigations and Support)

SUBJECT : [redacted]
David Phillips

1. Reference is made to the memorandum dated 18 June 1957 in which a covert security clearance was requested to permit the Subject's conversion from an Ops Officer (FP), GS-14, DDP/WH, Branch III, Havana, Cuba, to an Ops Officer (PP), GS-14, DDP/NEA, Egypt and Arab States Branch, Project PECTATE, Beirut, Lebanon.

2. In accordance with the provisions set forth in the Director's Memorandum of 14 February 1949 entitled, "Security and Operational Clearances," a covert security clearance is granted for the use of the Subject, as described in your request as set forth in paragraph 1, above. For administrative purposes only, this clearance is effective as of 15 June 1957.

3. Subjects of covert security clearances are not to represent themselves as, nor are they to be represented as, employees of CIA.

4. Your attention is called to the fact that a covert security clearance does not constitute complete compliance with the provisions of CIA Regulation 10-210. Therefore, if you should desire at a later date to change the status or use of this individual, a request for clearance to cover any proposed change should be submitted to this office.

5. This clearance becomes invalid in the event the Subject's services are not utilized within 60 days of the date of this memorandum.

FOR THE DIRECTOR OF SECURITY:

Robert H. Cunningham
Robert H. Cunningham

S-E-C-R-E-T

14-00000

Date: 18 June 1957

MEMORANDUM FOR: Chief, Special Security Division

FROM : Chief, Special Contracting, Allowances & Processing Staff, Wing 2F Curie Hall

David Phillips

SUBJECT [redacted] (P); Your Number 40636

1. In compliance with paragraph four (4), your memorandum dated ________________, subject as above, clearance to cover the following proposed change in subject's status and/or use is hereby requested:

Ops Officer(PP)	Position Title	Ops. Off(PP)
GS-14	Grade & Salary	GS-14
DDP/WH Branch III	Orgn Designation Headquarters	DDP/NEA Egypt & Arab States Branch Project PECTATS
Havana, Cuba		Beirut, Lebanon
( ) Field ( ) Dept'l	Field or Hqtrs.	( ) Field ( ) Dept'l

2. Changes other than specified above:

Cover is Commercial

Case Officer: Robert S. Goralski X3548

3. The proposed effective date of this change is 16 June 1957(For Financial and Administrative reasons.

Please phone verbal concurrence to Dot Kreinheder X3585

LOUIS W. ARMSTRONG

XXXXXXXXXXXXXXXXX

Verbal Concurrence granted by Mr Godar 21 June 57

SECRET

14-00000

SECRET

2[illegible] FEB 1957

MEMORANDUM FOR: Chief, Finance Division

SUBJECT: Equalization Allowance Adjustment for [redacted]

Phillips, Howard

1. Effective 13 January 1957, subject individual's equalization allowance is decreased from $3780 to $3145 per annum due to a reduced cost of living index for subject's post.

2. All other terms and conditions of the original authorization remain in full force and effect.

SIGNED

RALPH S. POLLOCK
Chief, Contract Personnel Division

elt-28 Feb 57
Distribution:
Original and 1: FD
2: WH Div
1: Subject File
1: Chrono File
1: Equal Allow File
1: my copy

14-00000

SECRET

26 April 1957

MEMORANDUM FOR: Deputy Director for Investigations & Operational Support

THROUGH : Contract Personnel Division

SUBJECT : [redacted] - Change of Pseudonym

REFERENCE : Memorandum for Deputy Director for Investigations & Operational Support, through, Contract Personnel Division, from this office, dated 26 April 1957

Due to a compromise, the pseudonym of Paul D. LANGEVIN has been changed. Please refer to reference for new pseudonym.

/s/ J. C. KING
Chief, WHD

Distribution -
Sec
Finance
File
Chrono - Statistics
Allowance Staff
Selection " "
RCS

SECRET

SECRET

26 April 1957

MEMORANDUM FOR: Deputy Director for Investigations & Operational Support

THROUGH: Contract Personnel Division

SUBJECT: [redacted] Phillips David
New Pseudonym

REFERENCE: Memorandum for Deputy Director for Investigations & Operational Support, through, Contract Personnel Division, from this office, dated 26 April 1957

The pseudonym of subject of reference has been changed to

[redacted]
David Phillips

J. C. KING
Chief, WHD

SECRET

14-00000

MEMORANDUM FOR: Chief, Finance Division

SUBJECT: Equalization Allowance Adjustment for [redacted]

Phillips, David

1. Effective 7 October 1956, subject individual's equalization allowance is increased from $3670 to $3780 per annum.

2. All other terms and conditions of the original authorization remain in full force and effect.

RALPH S. POLLOCK
Chief, Contract Personnel Division

14-00000

SECRET   5 JUL 1957

MEMORANDUM FOR: **Chief, Finance Division**

SUBJECT: **Equalization Allowance for**
[redacted]
Phillips David

1. **Subject individual is authorized an equalization allowance at the rate of $950 per annum upon his arrival at Beirut, Lebanon.**

2. **All other terms and conditions of the original authorization remain in full force and effect.**

SIGNED

Louis W. Armstrong
Chief, Contract Personnel Division

Distribution:
Orig. and 1 - FD
2 - NEA
✓1 - Subject File
1 - Equal Allow File
1 - Chrono
1 - Extra

aih - 2 July 1957

SECRET

14-00000

619

CLASSIFIED MESSAGE

ORIG : P. C. BOWERS
UNIT : WH/PERS
EXT : 4457
DATE : 8 FEBRUARY 1956

SECRET

ROUTING

1		4	
2		5	
3		6	

TO : HAVANA, CUBA

FROM : DIRECTOR

CONF : WH 5

INFO : FI/ADMIN, FI/RI 2, OP 2, S/C 2

DIR 46835 (OUT 67172) 2146Z 8 FEB 56 ROUTINE PRECEDENCE

TO: HAVA CITE: DIR

RE: DIR 30629 (OUT 86720)

David Philips

[redacted] ARV HAVA 1440 HRS 9 FEB PAA 436 WITH FAMILY.

END OF MESSAGE

H. J. PRESTON
COORDINATING OFFICERS

J. C. KING
RELEASING OFFICER

SECRET

O. H. DOERFLINGER
AUTHENTICATING OFFICER

IT IS FORBIDDEN TO MAKE A COPY OF THIS MESSAGE Copy No.

14-00000

SECRET

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Contract Personnel Division

DATE: MAR 20 1956

FROM : Deputy Director of Security (Investigations and Support)

SUBJECT: [redacted]

Phillips, David

1. Reference is made to your request dated 20 January 1956 for a Covert Security Clearance to permit appointment of Subject to Staff Agent/operations officer at Havana, Cuba.

2. In accordance with the provisions set forth in the Director's Memorandum of 14 February 1949 entitled, "Security and Operational Clearances," a covert security clearance is granted for the covert use of the Subject, as described in your request as set forth in paragraph #1, above. This will confirm the Covert Security Clearance granted telephonically to Mr. Ken Wambold, CPD x-3585 on 26 January 1956.

3. Subjects of covert security clearances are not to represent themselves as, nor are they to be represented, as, employees of CIA.

4. Your attention is called to the fact that a covert security clearance does not constitute complete compliance with the provisions of CIA Regulation 10-210. Therefore, if you should desire at a later date to change the status or use of this individual, a request for clearance to cover any proposed change should be submitted to this office.

5. This clearance becomes invalid in the event the Subject's services are not utilized within 60 days of the date of this memorandum.

FOR THE DIRECTOR OF SECURITY:

Robert H. Cunningham

SECRET

14-00000

SECRET
(When Filled In)

REQUEST FOR SECURITY CLEARANCE

NAME (LAST - FIRST - MIDDLE) (12 - 28): [redacted] David Phillips	REQUEST NO. (1-5):
	REQUEST DATE (6-11): 20 Jan 1956
	YEAR OF BIRTH (29-30): 31 Oct 1922
POSITION TITLE: Operations Officer (PP)	POSITION NUMBER (31 - 36):	OCCUP. CODE (37 - 42):
	GRADE (43-44): GS-14
LOCATION (CITY, STATE, COUNTRY): Havana, Cuba	ASSIGNMENT (OFFICE, DIVISION, BRANCH): DDP/WH
	ORGN. CODE (45-48):
TYPE OF APPLICANT: REGULAR / CONSULTANT / CONTRACT / MILITARY	CONVERSION ACTION: SF to SA	IF OTHER, SPECIFY:
	TYPE OF APPL. (49):
NAME OF REQUESTING OFFICIAL: Ralph S. Pollock, C/CPP	TYPE OF ASSIGNMENT AND FUNDS: HOS / USF / FF / V / UV
	HOOTERS & FUND (50):
CLEARANCE REQUIRED	PROVISIONAL FOR (INDICATE NAME OF POOL OR GROUP): COVERT SECURITY CLEARANCE	SECRET / FULL
	CLEARANCE (51):
ATTACHMENTS	PERSONAL HISTORY STATEMENT / APPENDIX I / REQUEST FOR WAIVER / PHOTOGRAPH(S) / APPENDIX II / REPORT OF INTERVIEW
	RECRUIT. CODE (52-54):
VETERANS STATUS	MALE - VETERAN / FEMALE - VETERAN / MALE - NON-VETERAN / FEMALE - NON-VETERAN
	VET. PREF. & SEX (55):

REMARKS.

Security #40696

Covert approval granted by [illegible]

[illegible] 6 Jan 56 [illegible]

SPACE BELOW FOR SO USE ONLY

FORM NO. 377 REPLACES FORM 37-[illegible] WHICH IS OBSOLETE

SECRET

CLASSIFIED MESSAGE

ROUTING	
1	4
2	5
3	6

DATE : 001 08/MK/AJN
3 MAY 57

S-E-C-R-E-T

TO : DIRECTOR

FROM : BEIRUT

ACTION: NEA 6

INFO : FI/OPS 2, FI/RI 2, FD 3, OP 2, S/C 2

MAY 3 1231Z 57

ROUTINE

IN 39082

TO DIR INFO SA CITE BEIR 3537

PECTATE

Phillips
[redacted] AND FAMILY ARRIVED 30 APRIL.

END OF MESSAGE

File
KHW

S-E-C-R-E-T

IT IS FC[illegible]DEN TO MAKE A COPY OF THIS M[illegible]GE Copy No.

14-00000

CLASSIFIED MESSAGE

ROUTING	
1	4
2	5
3	6

200 HM/JM/BJ

DATE : 30 APR 57 200

SECRET

APR 30 18 08:57

REC'D CABLE SECT.

TO : DIRECTOR

FROM : HAVANA

ACTION: WH 5

INFO : FI/OPS 2, FI/RI 2, NEA 4, OP 2, S/C 2

PRIORITY

IN 37747

TO PRITY DIR INFO: BEIR CITE HAVA 900

ADMIN

David Phillips

[redacted] AND FAMILY DEPARTED HAVA CUBANA FLIGHT 998 0800 HOURS 29 APR ETA BEIRUT 2100 HOURS 30 APR BEIRUT TIME PAA FLIGHT 64.

END OF MESSAGE

SECRET

IT IS FORBIDDEN TO MAKE A COPY OF THIS MESSAGE Copy No.

14-00000

SECRET
(When Filled In)

1. PERS. SERIAL NO.	BIOGRAPHIC PROFILE (PART I) SCD: 15 Jan 19[illegible]
0[illegible]	

2. NAME (Last-First-Middle)	3. SEX	4. DATE OF BIRTH	5. CONSECUTIVE SERV. DATE
PHILLIPS, David Atlee	M	31 Oct 1922	[illegible]

6. MARITAL STATUS	7. DEPENDENTS (Exclud. one mbr)	8. QUALIF. [illegible]	9. US NATURALIZATION DATE(S)	SPOUSE
Remarried	7	1943 1951 1956 1959 1960 1964 1970	NA	NA

CAREER STAFF STATUS	MEMBERSHIP	OTHER STATUS	10. LAST MAJ. APT.	QUAL. FOR	EVAL. FOR
	Apr 1958		Dec 1969	Prom PCS O/S	PCS O/S

11. CURRENT RESERVE STATUS	NONE SERVICE	GRADE	ACTIVE DUTY WITH OBLIG.	RELEASE TO MIL. RES.	TO BE DEFERRED	DEFERRED
	X					

12. ASSESSMENT DATE	13. PROFESSIONAL TEST DATE	14. LANGUAGE APTITUDE TEST DATE
None	None	None

15. NON-CIA EMPLOYMENT

1942-43 Self-employed, Actor
1943-45 Military Service, USAAF, S/Sgt
1949-54 "The South Pacific Mail" (News Paper), Santiago, Chile, - Owner-editor, Publisher Lecturer

16. NON-CIA EDUCATION

1940-41 College of William & Mary, Williamsburg, Va - Drama, English
1941-42 Texas Christian Univ, Ft Worth, Texas - Drama, English
1948 Univ of Chile, Santiago, Chile - Spanish

17. FOREIGN LANGUAGE ABILITIES (Language, Proficiency, Date Tested)

French-R,Elem; W,Slight(Jun 1961); P,S,U,Slight; T,None-Oct '57(Mis rpo)
Spanish,New World - R High; W,P,S,U Inter (Sep 1969) Transl & Interpr
Portuguese (Brazilia) - R Inter (Dec 1969)

18. AGENCY SPONSORED TRAINING

1955 Reading Improvement
1965 COS Seminar
1969 Short Range Agt Cont Surv
1969 Portuguese
1969 COS Sem
1971 Wpns/ Defensive Driving

19. CIA EMPLOYMENT HISTORY SINCE 18 SEPT 1947 (Personnel Actions, Military Orders, and Principal Details)

EFFECTIVE DATE	POSITION TITLE & OCCUPATIONAL CODE		GRADE	SD	ORGANIZATION & ORGAN. TITLE (If any)	LOCATION
	1952-53 Contract Agent				WH/Santiago, Chile	Santiago
	1954-55 Contract Employee				WH	Guatemala
Apr 1955	Para Mil Off	0136.11	14	D	DDP/PP Ops Stf	Hq
Aug 1955	Ops Officer	0136.31	14	DP	DDP/PP Ops/Info Coord Div	"
Feb 1956	Ops Off(PP)	0136.31	14	DP	DDP/WH III/Havana Cuba Sta	Havana
Apr 1957	" " "	0136.31	14	DP	DDP/NEA/EMS Br/ProjPEDTATE	Beirut
	1958-60 Contract Agent (Independent)				DDP/WH	Havana
Mar 1960	Ops Off	0136.01	14	D	DDP/CS Dev Comp/WH	Hq
Apr 1960	" "	0136.01	14	D	DDP/WH-4	"
Sep 1961	" "	0136.01	14	D	DDP/WH-3/Mexico Sta	Mexico City
Sep 1963	" "	0136.01	15	D	" " " "	"
Jun 1965	Chief of Station	0136.05	15	D	DDP/WH-2/Dom Rep Sta/COS	SantoDomingo
Sep 1967	Ops Off	0136.01	15	D	DDP/WH/Ch,Cuban Ops Group	Hq
Dec 1968	" "	0136.01	16	D	" " " " " "	"
Jan 1970	Chief of Sta	0136.05	16	D	DDP/WH/Br-5/COS	Rio de Janeiro
Jul 1971	" " "	0136.05	16	D	" " " " "	Brazilia
Nov 1971	" " "	0136.05	17	D	" " " "	"
Aug 1972	" " "	0136.05	17	D	DDP/WH-3/Venezuela Sta	Caracas

20. DATE REVIEWED	21. PROFILE REQUESTED BY	22. ITEMS TO BE REVIEWED & CORRECTED	
5 Jun 19[illegible]	[illegible]		22 Jun 1960

FORM 1200 (PART I) USE PREVIOUS EDITIONS SECRET PROFILE

SECRET
(When Filled In)

PERS. SERIAL NO.	BIOGRAPHIC PROFILE (Continuation Sheet)	
00[illegible]		
NAME (Last-First-Middle)		DATE OF BIRTH
PHILLIPS, David Atlee		31 Oct 1922

19. CIA EMPLOYMENT HISTORY SINCE 18 SEPT. 1947 (Personnel Actions, Military Orders, and Principal Details) (Cont'd.)

EFFECTIVE DATE	POSITION TITLE & OCCUPATIONAL CODE		GRADE	SE	ORGANIZATION & ORGAN. TITLE (If any)	LOCATION
Jun 1973	Ch WH Div	0001.10	17	[illegible]	DDO/Chief, WH Division	Hq
Dec 1973	" " "	0001.10	18	D	" " " "	"

DATE REVIEWED	PROFILE REVIEWED BY
[illegible] Jun 1974	[illegible]

FORM 10-72 1200-1a USE PREVIOUS EDITIONS

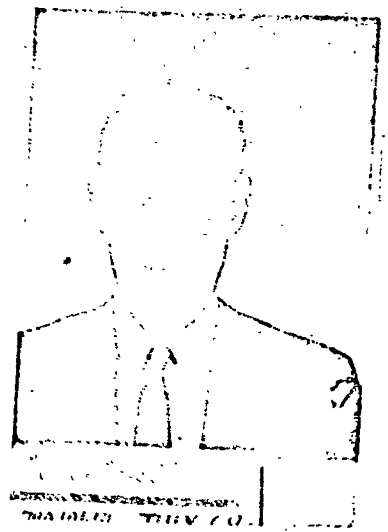
SECRET

E2, IMPDET CL BY: [illegible] PROFILE (4)

BIOGRAPHIC PROFILE (PART 2)

EMPL. SERIAL NO.	NAME (Last-First-Middle)	DATE OF BIRTH
024545	PHILLIPS, David Atlee	31 Oct 1922

23. PHOTOGRAPH



24. IDENTITY OF OTHER DOCUMENTS WHICH SHOULD BE REVIEWED IN DETAIL

SEE COVER HISTORY ATTACHED.

25. ADDITIONAL INFORMATION

Award 1955 Intelligence Medal of Merit for his outstanding dedication and devotion to the cause of freedom, during the period Jan - Jul 1954.

Commendation 1961 from DCI for loyal and devoted performance while serving with JMATE

Awarded 1955 Intelligence Medal of Merit for outstanding dedication and devotion to the cause of freedom.

Appreciation 1962 from US Ambassador, Mexico City conveying President Kennedy's thanks to Embassy Staff who contributed to success of his Mexican visit.

Appreciation 1966 from CMDR, USFORDOMREP for outstanding contribution in the accomplishment of USFORDOMREP Intelligence missions 1 May 1965 - 17 Jan 1966.

Commendation 1966 from the DCI for especially meritorious service during the past year by members of the Dominican Republic Station.

Commendation from DDCI for services rendered during the crisis while TDY in the Dominican Republic Station.

Appreciation 1968 from former President of the Dominican Republic, to Deputy Director, Voice of America, USIA, for Subject's able and effective representation of the United States during turbulent events in the country three years ago.

Appreciation 1969 from Ch,DOD for briefing the DO Base Chiefs' Conference - 17 Feb 1969.

26. DATE REVIEWED	27. PROFILE REVIEWED BY
5 Jun 1974	hms/cal

14-00000

SECRET

NOTIFICATION OF ESTABLISHMENT OR CANCELLATION OF OFFICIAL COVER BACKSTOP

DATE: 27 July 1973 | FILE NO.: 2500

TO: (Check)
- x CHIEF, CONTROL DIVISION, OP — SS NUMBER: 391-24-4032
- CHIEF, CONTRACT PERSONNEL DIVISION, OP — EMPLOYEE NUMBER: 024345
- x CHIEF, OPERATING COMPONENT (For action) WH — ID CARD NUMBER:

ATTN: Chief Support Staff

REF: Form 1322 dated 7 Jun 73

OFFICIAL COVER: x ESTABLISHED / DISCONTINUED

SUBJECT: PHILLIPS, DAVID A.

UNIT: Department of State

KEEP ON TOP OF FILE WHILE COVER IN EFFECT

x	ESTABLISHMENT OF OFFICIAL COVER BLOCK RECORDS
[x]	BASIC COVER PROVIDED EFFECTIVE DATE EOD
[ ]	OPERATIONAL COVER PROVIDED FOR ___ TDY ___ OTHER (Specify)
x	SUBMIT FORM 642 IMMEDIATELY TO CHANGE TELEPHONE LIMITATION CATEGORY TO CATEGORY III (HHB 20-7)
x	SUBMIT FORM 3254 State W-2 TO BE ISSUED. (HHB 20-11)
x	SUBMIT FORM 1322 FOR ANY CHANGE AFFECTING THIS COVER. (HR 240-2a)
x	SUBMIT FORM 1323 FOR TRANSFERRING COVER RESPONSIBILITY. (HR 240-2e)
x	EAA. CATEGORY I — CATEGORY II x
x	SUBMIT FORM 2698 FOR AGE HOSPITALIZATION CARD

CANCELLATION OF OFFICIAL COVER UNBLOCK RECORDS EFFECTIVE DATE:
SUBMIT FORM 3254 ________ W-2 TO BE ISSUED. (HHB 20-11)
SUBMIT FORM 642 IMMEDIATELY TO CHANGE TELEPHONE LIMITATION CATEGORY TO CATEGORY ________ (HHB 20-7)
EAA: CATEGORY I — CATEGORY II
RETURN ALL OFFICIAL DOCUMENTATION TO CCS
SUBMIT FORM 2686 FOR HOSPITALIZATION CARD

DO NOT WRITE IN THIS BLOCK

REMARKS AND/OR COVER HISTORY

JAN 53-54-SANTIAGO/NOC
MAY 54-FEB 56-NEW YORK/NOC
FEB 56-APR 57-HAVANNA/NOC
APR 57-JUL 58-BEIRUT/NOC
AUG 58-MAR 60-HAVANNA/NOC
MAR 60-22 AUG 61-HQS/NOC
23 AUG 61-JUL 65-MEXICO/STATE INT
JUL 65-JUN 67-SANTO DOMINGO/STATE INT
JUN 67-JUN 70-HQS/STATEINT
JUN 70-14 JUN 73-BRAZIL/STATE INT
15 JUN 73-21 JUL 73-HQS/STATE INT
22 JUL 73-HQS/STATE NOM

DISTRIBUTION:
COPY 1 - CD or CPD
COPY 2 - OPERATING COMPONENT
COPY 3 - OS/SOBCD
COPY 4 - OL/STEB
COPY 5 - CCS-FILE

JLF:BP:ss

James L. Franklin
CHIEF, OFFICIAL COVER, CENTRAL COVER STAFF

FORM 1551 USE PREVIOUS EDITION

SECRET

E2, IMPDET CL BY 007622

SECRET

NOTIFICATION OF ESTABLISHMENT OR CANCELLATION OF OFFICIAL COVER BACKSTOP

DATE: 7 MAY 1975	FILE NO.: 2500	
TO: (Check)	X	CHIEF, CONTROL DIVISION, OP
		CHIEF, CONTRACT PERSONNEL DIVISION, OP
	X	CHIEF, OPERATING COMPONENT (For action) LA

SS NUMBER: 391-24-4032
EMPLOYEE NUMBER: 024345
ID CARD NUMBER:

ATTN: CHIEF SUPPORT STAFF

REF: RETIREMENT

OFFICIAL COVER: ESTABLISHED [ ] DISCONTINUED [X]

SUBJECT: DAVID ATLEE PHILLIPS

UNIT: DEPARTMENT OF STATE

KEEP ON TOP OF FILE WHILE COVER IN EFFECT

	ESTABLISHMENT OF OFFICIAL COVER BLOCK RECORDS
[ ]	BASIC COVER PROVIDED EFFECTIVE DATE ____
[ ]	OPERATIONAL COVER PROVIDED FOR ____ TDY ____ OTHER (Specify)
	SUBMIT FORM 642 IMMEDIATELY TO CHANGE TELEPHONE LIMITATION CATEGORY TO CATEGORY ____ (HHB 20-7)
	SUBMIT FORM ____ ISSUE ____ (HHB 20-11)
	SUBMIT FORM 1322 FOR ANY CHANGE AFFECTING THIS COVER. (HR ____)
	SUBMIT FORM ____ FOR TRANSFERRING COVER RESPONSIBILITY. (HR 240-2e)
	EAA. CATEGORY I [ ] CATEGORY II [ ]
	SUBMIT FORM 2688 FOR ____ HOSPITALIZATION CARD

	CANCELLATION OF OFFICIAL COVER UNBLOCK RECORDS
X	EFFECTIVE DATE: EOD
X	SUBMIT FORM 3254 CIA W-2 ~~TO BE ISSUED. (HHB 20-11)~~
X	SUBMIT FORM 642 IMMEDIATELY TO CHANGE TELEPHONE LIMITATION CATEGORY TO CATEGORY ____ (HHB 20-7)
NA	EAA. CATEGORY I [ ] CATEGORY II [ ]
X	RETURN ALL OFFICIAL DOCUMENTATION TO CCS
	SUBMIT FORM 2688 FOR GEHA HOSPITALIZATION CARD

THIS MEMO MUST REMAIN ON TOP OF FILE

REMARKS AND/OR COVER HISTORY

SUBJECT WILL BE ACKNOWLEDGED AS CIA FOR ENTIRE PERIOD OF EMPLOYMENT BUT WILL NOT REVEAL SPECIFIC PLACES OR LOCATIONS OF COVER ASSIGNMENTS.

DISTRIBUTION:
1 - CD or CPD
2 - OPERATING COMPONENT EP/mlr
1 - OS/SRACD
1 - OC-DD/TFB
CCS-FILE

CHIEF, OFFICIAL COVER BRANCH, COVER AND COMMERCIAL STAFF

14-00000

SECRET

NOTIFICATION OF ESTABLISHMENT OR CANCELLATION OF OFFICIAL COVER BACKSTOP

DATE	27 MARCH 1975
FILE NO.	2500

TO: (Check)			
X	CHIEF, CONTROL DIVISION, OP	SS NUMBER	391-24-4032
	CHIEF, CONTRACT PERSONNEL DIVISION, OP	EMPLOYEE NUMBER	024345
X	CHIEF, OPERATING COMPONENT (For action) LA	ID CARD NUMBER	

ATTN: CHIEF SUPPORT STAFF

REF: VERBAL

OFFICIAL COVER: ESTABLISHED [ ] DISCONTINUED XX

SUBJECT: DAVID ATLEE PHILLIPS

UNIT: DEPARTMENT OF STATE

KEEP ON TOP OF FILE WHILE COVER IN EFFECT

	ESTABLISHMENT OF OFFICIAL COVER BLOCK RECORDS		CANCELLATION OF OFFICIAL COVER UNBLOCK RECORDS
	BASIC COVER PROVIDED EFFECTIVE DATE ______	X	EFFECTIVE DATE: 22 JULY 1973
	OPERATIONAL COVER PROVIDED FOR ______ TDY ______ OTHER (Specify)	X	SUBMIT FORM 3254 CIA W-2 TO BE ISSUED. (HHB 20-11)
	SUBMIT FORM 642 IMMEDIATELY TO CHANGE TELEPHONE LIMITATION CATEGORY TO CATEGORY ______ (HHB 20-7)	X	SUBMIT FORM 642 IMMEDIATELY TO CHANGE TELEPHONE LIMITATION CATEGORY TO CATEGORY ______ (HHB 20-7)
	SUBMIT FORM 3254 ______ W-2 TO BE ISSUED (HHB 20-11)	NA	EAA: CATEGORY I [ ] CATEGORY II [ ]
	SUBMIT FORM 1022 FOR ANY CHANGE AFFECTING THIS COVER. (HR 240-2e)	X	RETURN ALL OFFICIAL DOCUMENTATION TO CCS
	SUBMIT FORM 1323 FOR TRANSFER OF COVER RESPONSIBILITY. (HHB 240-2e)	X	SUBMIT FORM 2688 FOR GEHA HOSPITALIZATION CARD.
	EAA. CATEGORY I [ ] CATEGORY II [ ]		NOT ... ON THIS ...
	SUBMIT FORM 2688 FOR ______ HOSPITALIZATION CARD		

REMARKS AND/OR COVER HISTORY

15 JAN 53-54-CHILE/SANTIAGO/NOC
MAY 54-FEB 56-NEW YORK/NOC
FEB 56-APRIL 57-CUBA/HAVANA-NOC
APRIL 57-JULY 58-LEBANON/BEIRUT/NOC
AUG 58-MARCH 60-CUBA/HAVANA/NOC
MARCH 60-22 AUG 61-HQS/NOC
23 AUG 61-JULY 65-MEXICO/MEXICO CITY/STATE-INTEGRATED
JULY 65-JUNE 67-SANTO DOMINGO/STATE/INTEGRATED
JUNE 67-JAN 70-HQS-STATE/INTEGRATED
JAN 70-JULY 71-BRAZIL/RIO DE JANEIRO-STATE-INTEGRATED
~~JULY 71-JULY 72-BRAZIL/BRASILIA/STATE-INTEGRATED~~

DISTRIBUTION
COPY 1 - CD or CPD
COPY 2 - OPERATING COMPONENT
COPY 3 - OS/SRBCD
COPY 4 - OC-DD-TFB
COPY 5 - CCS-FILE

(TO BE CONTINUED)

CHIEF, OFFICIAL COVER BRANCH, COVER AND COMMERCIAL STAFF

FORM 1-74 1551 USE PREVIOUS EDITION

SECRET

E-2, IMPDET CL. BY 007622

(13-20-43)

SECRET

NOTIFICATION OF ESTABLISHMENT OR CANCELLATION OF OFFICIAL COVER BACKSTOP

FILE NO. 2500

SS NUMBER

EMPLOYEE NUMBER

ID CARD NUMBER

TO: (Check)
- CHIEF, CONTROL DIVISION, OP
- CHIEF, CONTRACT PERSONNEL DIVISION, OP
- CHIEF, OPERATING COMPONENT (For action)

ATTN:

REF:

OFFICIAL COVER: ESTABLISHED / DISCONTINUED

SUBJECT: DAVID ATLEE PHILLIPS

UNIT

KEEP ON TOP OF FILE WHILE COVER IN EFFECT

ESTABLISHMENT OF OFFICIAL COVER BLOCK RECORDS	CANCELLATION OF OFFICIAL COVER UNBLOCK RECORDS EFFECTIVE DATE:
BASIC COVER PROVIDED EFFECTIVE DATE ______	SUBMIT FORM 3254 ______ W-2 TO BE ISSUED. (HHB 20-11)
OPERATIONAL COVER PROVIDED FOR ______ TDY ______ OTHER (Specify)	SUBMIT FORM 642 IMMEDIATELY TO CHANGE TELEPHONE LIMITATION CATEGORY TO CATEGORY ______ (HHB 20-7)
SUBMIT FORM 642 IMMEDIATELY TO CHANGE TELEPHONE LIMITATION CATEGORY TO CATEGORY ______ (HHB 20-7)	EAA: CATEGORY I / CATEGORY II
SUBMIT FORM 3254 ______ W-2 TO BE ISSUED. (HHB 20-11)	RETURN ALL OFFICIAL DOCUMENTATION TO CCS
SUBMIT FORM 1322 FOR ANY CHANGE AFFECTING THIS COVER. (HR 240-2)	SUBMIT FORM 2688 FOR ______ HOSPITALIZATION CARD
SUBMIT FORM 1323 FOR TRANSFERRING COVER RESPONSIBILITY. (HR 240-2)	DO NOT WRITE IN THIS BLOCK
EAA. CATEGORY I / CATEGORY II	
SUBMIT FORM 2688 FOR ______ HOSPITALIZATION CARD	

REMARKS AND/OR COVER HISTORY (CONTINUE)

AUG 72-14 JUNE 73-VENEZUELA/CARACAS-STATE-INTEGRATED
15 JUNE 73-21 JULY 73-HQS-STATE/INTEGRATED
22 JULY 73-24 MARCH 75-HQS-STATE/NOMINAL
25 MARCH 75-HQS/OVERT

DISTRIBUTION:
COPY 1 - CD or CPD
COPY 2 - OPERATING COMPONENT
COPY 3 - OS-SRPCD
COPY 4 - OC-CC TFS
COPY 5 - CCS-FILE

EP:mlr

CHIEF, OFFICIAL COVER BRANCH, COVER AND COMMERCIAL STAFF

FORM 1-74 1551 USE PREVIOUS EDITION

SECRET

E-2, IMPDET CL. BY 007622

(13-20-43)

14-00000

SECRET

NOTIFICATION OF ESTABLISHMENT OR CANCELLATION OF OFFICIAL COVER BACKSTOP

DATE	27 July 1973
FILE NO.	2500
SS NUMBER	391-24-4032
EMPLOYEE NUMBER	024345
ID CARD NUMBER	

TO: (Check)
- x CHIEF, CONTROL DIVISION, OP
- CHIEF, CONTRACT PERSONNEL DIVISION, OP
- x CHIEF, OPERATING COMPONENT (For action) WH

ATTN: Chief Support Staff

REF: Form 1322 dated 7 Jun 73

OFFICIAL COVER: x ESTABLISHED / DISCONTINUED

SUBJECT: PHILLIPS, DAVID A.

UNIT: Department of State

KEEP ON TOP OF FILE WHILE COVER IN EFFECT

x ESTABLISHMENT OF OFFICIAL COVER BLOCK RECORDS

[x] BASIC COVER PROVIDED EFFECTIVE DATE EOD

[ ] OPERATIONAL COVER PROVIDED FOR ______ TDY ______ OTHER (Specify)

x SUBMIT FORM 642 IMMEDIATELY TO CHANGE TELEPHONE LIMITATION CATEGORY TO CATEGORY III (HHB 20-7)

x SUBMIT FORM 3254 State W-2 TO BE ISSUED. (HHB 20-11)

x SUBMIT FORM 1322 FOR ANY CHANGE AFFECTING THIS COVER. (HR 240-2a)

x SUBMIT FORM 1323 FOR TRANSFERRING COVER RESPONSIBILITY. (HR 240-2e)

x EAA. CATEGORY I | CATEGORY II x

x SUBMIT FORM 2688 FOR AGE HOSPITALIZATION CARD

CANCELLATION OF OFFICIAL COVER UNBLOCK RECORDS EFFECTIVE DATE:

SUBMIT FORM 3254 ______ W-2 TO BE ISSUED. (HHB 20-11)

SUBMIT FORM 642 IMMEDIATELY TO CHANGE TELEPHONE LIMITATION CATEGORY TO CATEGORY ______ (HHB 20-7)

EAA: CATEGORY I | CATEGORY II

RETURN ALL OFFICIAL DOCUMENTATION TO CCS

SUBMIT FORM 2688 FOR ______ HOSPITALIZATION CARD

DO NOT WRITE IN THIS BLOCK

REMARKS AND/OR COVER HISTORY

JAN 53-54-SANTIAGO/NOC
MAY 54-FEB 56-NEW YORK/NOC
FEB 56-APR 57-HAVANNA/NOC
APR 57-JUL 58-BEIRUT/NOC
AUG 58-MAR 60-HAVANNA/NOC
MAR 60-22 AUG 61-HQS/NOC
23 AUG 61-JUL 65-MEXICO/STATE INT
JUL 65-JUN 67-SANTO DOMINGO/STATE INT
JUN 67-JUN 70-HQS/STATEINT
JUN 70-14 JUN 73-BRAZIL/STATE INT
15 JUN 73-21 JUL 73-HQS/STATE INT
22 JUL 73-HQS/STATE NOM

DISTRIBUTION:
COPY 1 - CD OR CPD
COPY 2 - OPERATING COMPONENT
COPY 3 - OS/SRACD
COPY 4 - OL-TFB
COPY 5 - CCS-FILE

EBP:ss

James [signature] Franklin

CHIEF, OFFICIAL COVER, CENTRAL COVER STAFF

FORM 6-73 1551 USE PREVIOUS EDITION

SECRET

E 2, IMPDET CL BY 007622

SECRET

COVER CONTROL OF RETIREMENT PROCESSING	FILE
TO: Retirement Operations Branch Office of Personnel	DATE 17 April 197[illegible]
RETIREE [illegible]	CATEGORY OF EMPLOYMENT

On the basis of a review of the records of the Cover & Commercial Staff, the following action is to be taken on processing retirement documentation for the person named above.

TYPE RETIREMENT		CIVIL SERVICE		CIARDS	DATE [illegible]			
COVER		OVERT ROUTINE		COVERT (OFFICIAL COVER) LOCK-UP		COVERT (NOC) SPECIAL	RETENTION OF AWARDS		YES		NO
CORRESPONDENCE		OVERT		COVERT		THRU CCS		

FINANCES

ANNUITY PAYMENTS SHOULD BE		U.S. GOV'T. CHECK			OTHER (Payment instructions follow)	
TAX DOCUMENTATION SHOULD BE		CIA		CSC		OTHER (MEMO FOLLOWS)
REQUEST TRANSFER OF FUNDS FROM CIVIL SERVICE COMMISSION		YES		NO		INTERNAL TRANSFER

INSURANCE

FEGLI	✓	OVERT		COVERT		MAINTAIN RECORDS INTERNALLY ONLY

TYPE OF HOSPITALIZATION CARD:

AUTHORIZATION TO CONVERT INSURANCE		YES		CONVERSION MUST BE APPROVED BY CCS

RESERVE

MEMBER OF CIVILIAN RESERVE		YES		NO		OVERT		COVERT

REMARKS

CHIEF, COVER SUPPORT BRANCH
COVER & COMMERCIAL STAFF

THIS SECTION TO BE COMPLETED BY OFFICE OF SECURITY

______________________ NO SECURITY OBJECTIONS TO ABOVE.

OTHER INSTRUCTIONS AS FOLLOWS:

CHIEF, EMPLOYEE ACTIVITY BRANCH, OFFICE OF SECURITY

FORM 12-73 3429 USE PREVIOUS EDITIONS SECRET E 2 IMPDET CL. BY. 007622 (4-3-13)

7 - ~~OFF. PERS.~~ FILE ROOM

14-00000

FOR PURPOSES OF THE FAIR LABOR STANDARDS ACT, AS AMENDED, YOU ARE DESIGNATED EXEMPT.

EFFECTIVE DATE OF DESIGNATION: 01 MAY 1974.

PHILLIPS DAVID A 024345 41354523

"PAY ADJUSTMENT IN ACCORDANCE WITH THE PROVISIONS OF SECTION 5305 OF TITLE 5, U.S.C. AND EXECUTIVE ORDER 11811 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND DCI DIRECTIVE DATED 08 OCTOBER 1962."

EFFECTIVE DATE OF PAY ADJUSTMENT: 13 OCTOBER 1974

NAME	SERIAL	ORGN.	FUNDS	GR-STEP	NEW SALARY
PHILLIPS DAVID A	024345	51 050	CF	GS 18 1	$36,000

14-00000

SECRET
(When Filled In)

DLM: 12 MAY 75

NOTIFICATION OF PERSONNEL ACTION

ØEF

1 SERIAL NUMBER	2 NAME (LAST-FIRST-MIDDLE)
Ø24345	PHILLIPS DAVID A

3 NATURE OF PERSONNEL ACTION	4 EFFECTIVE DATE	5 CATEGORY OF EMPLOYMENT
RETIREMENT (VOLUNTARY) UNDER CIA RETIREMENT AND DISABILITY SYSTEM AND CANCELLATION OF NSCA	COB Ø5 Ø9 75	REGULAR

6 FUNDS		V TO V		V TO CF	7 FAN AND NSCA		8 CSC OR OTHER LEGAL AUTHORITY
		CF TO V	X	CF TO CF	5135 4523	ØØØØ	PL 88-643 SECT 233

9 ORGANIZATIONAL DESIGNATIONS	10 LOCATION OF OFFICIAL STATION
DDO/LA DIVISION OFFICE OF THE CHIEF	WASH., D.C.

11 POSITION TITLE	12 POSITION NUMBER	13 SERVICE DESIGNATION
CHIEF LA DIVISION	CN51	DYY

14 CLASSIFICATION SCHEDULE (GS, LB, etc.)	15 OCCUPATIONAL SERIES	16 GRADE AND STEP	17 SALARY OR RATE
GS	ØØØ1.1Ø	18 1	36ØØØ

18 REMARKS

"IN ACCORDANCE WITH HR 2Ø-23A(2), AN EMPLOYEE WILL HOLD SUPERGRADE RANK FOR SUCH TIME AS THE DIRECTOR MAY DETERMINE, REGARDLESS OF THE NATURE OF THE DUTIES PERFORMED."

...E BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

22 STATION CODE	23 INTEGREE CODE	24 Hdqrs Code	25 DATE OF BIRTH (MO DA YR)	26 DATE OF GRADE (MO DA YR)	27 DATE OF LEI (MO DA YR)
			10 31 22		

...MENT DATA	31 SEPARATION DATA CODE	32 Correction/Cancellation Data (TYPE MO DA YR)		33 SECURITY REQ NO	34 SEX
CODE	8.1ØØØØ		EOD DATA		

...ONG COMP DATE (DA YR)	38 CAREER CATEGORY (CAR. / RES. / PROV / TEMP)	39 CODE	FEGLI / HEALTH INSURANCE (CODE / 0 WAIVER 1 YES / HEALTH INS CODE)	40 SOCIAL SECURITY NO

42 LEAVE CAT CODE	43 FORM EXECUTED (1 YES 2 NO)	FEDERAL TAX DATA (CODE / NO TAX EXEMPTIONS)	44 STATE TAX DATA (FORM EXECUTED 1 YES 2 NO / CODE / NO TAX EXEMP / STATE CODE)

SIGNATURE OR OTHER AUTHENTICATION

POSTED
JK 5/13/75

FORM 1150 5-74 Mfg 10-74 Use Previous Edition

SECRET

E 2 IMPDET CL BY 007622

RCS: 28 DEC 73

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

OCF

1. SERIAL NUMBER	2. NAME (LAST-FIRST-MIDDLE)
024345	PHILLIPS DAVID A

3. NATURE OF PERSONNEL ACTION	4. EFFECTIVE DATE (MO DA YR)	5. CATEGORY OF EMPLOYMENT
PROMOTION	12 23 73	REGULAR

6. FUNDS	V TO V	V TO CF	CF TO V	CF TO CF	7. CAN AND NSCA	8. CSC OR OTHER LEGAL AUTHORITY
			X		4135 4523 0001	50 USC 403 J

9. ORGANIZATIONAL DESIGNATIONS	10. LOCATION OF OFFICIAL STATION
DDO/WH DIVISION OFFICE OF THE CHIEF	WASH., D.C.

11. POSITION TITLE	12. POSITION NUMBER	13. SERVICE DESIGNATION
CHIEF WH DIVISION	0001	D

14. CLASSIFICATION SCHEDULE (GS, LB, etc.)	15. OCCUPATIONAL SERIES	16. GRADE AND STEP	17. SALARY OR RATE
GS	0001.10	18 1	36000

18. REMARKS

"IN ACCORDANCE WITH HR 20-23A(2), AN EMPLOYEE WILL HOLD SUPERGRADE RANK FOR SUCH TIME AS THE DIRECTOR MAY DETERMINE, REGARDLESS OF THE NATURE OF THE DUTIES PERFORMED."

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. Employ Code	21. OFFICE CODING (NUMERIC)	(ALPHABETIC)	22. STATION CODE	23. INTEGREE CODE	24. Hours Code	25. DATE OF BIRTH (MO DA YR)	26. DATE OF GRADE (MO DA YR)	27. DATE OF LEI (MO DA YR)
22	10	51050	WH	75013		1	10 31 22	12 23 73	12 23 73

28. NTE EXPIRES (MO DA YR) | 29. SPECIAL REFERENCE | 30. RETIREMENT DATA (1 CSC, 2 FICA, 3 NONE, CODE) | 31. SEPARATION DATA CODE | 32. Correction - Cancellation Data (CODE, MO DA YR) | EOD DATA | 33. SECURITY REQ NO | 34. SEX

35. VET PREFERENCE (CODE; 1 NONE, 2 5 PT, 3 10 PT) | 36. SERV COMP DATE | 37. LONG COMP DATE | 38. CAREER CATEGORY | 39. FEGLI / HEALTH INSURANCE | 40. SOCIAL SECURITY NO

41. PREVIOUS CIVILIAN GOVERNMENT SERVICE (CODE; 0 NO PREVIOUS SERVICE, 1 NO BREAK IN SERVICE, 2 BREAK IN SERVICE LESS THAN 3 YRS, 3 BREAK IN SERVICE MORE THAN 3 YRS) | 42. LEAVE CAT CODE | 43. FEDERAL TAX DATA | 44. STATE TAX DATA

SIGNATURE OR OTHER AUTHENTICATION

POSTED
WRB 1-3-74

FORM 1150 Use Previous Edition

SECRET

E2 IMPDET CL BY

"PAY ADJUSTMENT IN ACCORDANCE WITH THE PROVISIONS OF SECTION 5305 OF TITLE 5, U.S.C. AND EXECUTIVE ORDER 11739 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND DCI DIRECTIVE DATED 08 OCTOBER 1962."

EFFECTIVE DATE OF PAY ADJUSTMENT: 14 OCTOBER 1973

NAME	SERIAL	ORGN. FUNDS	GR-STEP	NEW SALARY
PHILLIPS DAVID A	024345	51 050 CF	GS 17 4	$36,000

SECRET
(When Filled In)

LML: 17 JUL 73

NOTIFICATION OF PERSONNEL ACTION

OCF

1 SERIAL NUMBER: 024345
2 NAME (LAST-FIRST-MIDDLE): PHILLIPS DAVID A
3 NATURE OF PERSONNEL ACTION: CONVERSION FROM FSR STATUS
4 EFFECTIVE DATE: COB 07 21 73
5 CATEGORY OF EMPLOYMENT: REGULAR
6 FUNDS: V TO V / V TO CF / CF TO V / X CF TO CF
7 FAN AND FCCA: 4135 4523 0001
8 CSC OR OTHER LEGAL AUTHORITY: 50 USC 403 J
9 ORGANIZATIONAL DESIGNATIONS: DDO/WH DIVISION OFFICE OF THE CHIEF
10 LOCATION OF OFFICIAL STATION: WASH., D.C.
11 POSITION TITLE: CHIEF WH DIVISION
12 POSITION NUMBER: 0001
13 SERVICE DESIGNATION: D
14 CLASSIFICATION SCHEDULE (GS, LB, etc.): GS
15 OCCUPATIONAL SERIES: 0001.10
16 GRADE AND STEP: 17 4
17 SALARY OR RATE: 36000

18 REMARKS

WASH., D.C.
"IN ACCORDANCE WITH HR 20-23A(2), AN EMPLOYEE WILL HOLD SUPERGRADE RANK FOR SUCH TIME AS THE DIRECTOR MAY DETERMINE, REGARDLESS OF THE NATURE OF THE DUTIES PERFORMED."

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19 ACTION CODE	20 EMPLOY. CODE	21 OFFICE CODING (NUMERIC / ALPHABETIC)	22 STATION CODE	23 INTEGREE CODE	24 HEALTH CODE	25 DATE OF BIRTH	26 DATE OF GRADE	27 DATE OF LEI
56	10	51050 WH	75013		1	10 31 22		

28 NTE EXPIRES | 29 SPECIAL REFERENCE | 30 RETIREMENT DATA | 31 SEPARATION DATA CODE | 32 Correction / Cancellation Data | E.O.D DATA | 33 SECURITY REQ NO | 34 SEX

35 VET PREFERENCE | 36 SERV. COMP DATE | 37 LONG COMP DATE | 38 CAREER CATEGORY | 39 FEGLI - HEALTH INSURANCE | 40 SOCIAL SECURITY NO

41 PREVIOUS CIVILIAN GOVERNMENT SERVICE | 42 LEAVE CAT CODE | 43 FEDERAL TAX DATA | 44 STATE TAX DATA

SIGNATURE OR OTHER AUTHENTICATION

POSTED
7/19/73

DMS: 18 JULY 73

SECRET
(When Filled In)

ODF

NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER	2. NAME (LAST-FIRST-MIDDLE)
024345	PHILLIPS DAVID A

3. NATURE OF PERSONNEL ACTION	4. EFFECTIVE DATE (MO DA YR)	5. CATEGORY OF EMPLOYMENT
REASSIGNMENT	06 15 73	REGULAR

6. FUNDS	V TO V		V TO CF		7. FAN AND NSCA	8. CSC OR OTHER LEGAL AUTHORITY
	CF TO V	X	CF TO CF		4135 0620 0001	50 USC 403 J

9. ORGANIZATIONAL DESIGNATIONS	10. LOCATION OF OFFICIAL STATION
DDO/WH DIVISION OFFICE OF THE CHIEF	WASH., D.C.

11. POSITION TITLE	12. POSITION NUMBER	13. SERVICE DESIGNATION
1ST SEC IN REL OFF CHIEF WH DIVISION	0001	D

14. CLASSIFICATION SCHEDULE (GS, LB, etc.)	15. OCCUPATIONAL SERIES	16. GRADE AND STEP	17. SALARY OR RATE
FSR GS	0001.10	02 3 17 4	33051 36000

18. REMARKS
CARACAS, VENEZUELA
"IN ACCORDANCE WITH HR 20-23A(2), AN EMPLOYEE WILL HOLD SUPERGRADE RANK FOR SUCH TIME AS THE DIRECTOR MAY DETERMINE, REGARDLESS OF THE NATURE OF THE DUTIES PERFORMED"

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. Employ. Code	21. OFFICE CODING (Numeric / Alphabetic)	22. STATION CODE	23. INTEGREE CODE	24. Health Code	25. DATE OF BIRTH (MO DA YR)	26. DATE OF GRADE	27. DATE OF LEI
37	10	51050 WH	75013	5	1	10 31 22		

28. LEI EXPIRES	29. SPECIAL REFERENCE	30. RETIREMENT DATA	31. SEPARATION DATA CODE	32. Correction Cancellation Data		33. SECURITY REQ. NO.	34. SEX
XX XX XX					EOD DATA		

35. VET PREFERENCE	36. SERV. COMP. DATE	37. LONG COMP. DATE	38. CAREER CATEGORY	39. FEGLI / HEALTH INSURANCE	40. SOCIAL SECURITY NO.

41. PREVIOUS CIVILIAN GOVERNMENT SERVICE	42. LEAVE CAT. CODE	43. FEDERAL TAX DATA	44. STATE TAX DATA

SIGNATURE OR OTHER AUTHENTICATION

POSTED

Form 1152 Use Previous Edition

SECRET RCS

"PAY ADJUSTMENT IN ACCORDANCE WITH 5 U.S.C. 5305 AND EXECUTIVE ORDER 11691 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND DCI DIRECTIVE DATED 08 OCTOBER 1962."

EFFECTIVE DATE OF PAY ADJUSTMENT: 07 JANUARY 1973

NAME	SERIAL	ORGN.	FUNDS	GR-STEP	NEW SALARY
PHILLIPS DAVID A	024345	51 745	CF	GS 17 4	$36,000

C 54

1. SERIAL NO	2. NAME	3. ORGANIZATION	4. FUNDS	5. LWOP HOURS
024345	PHILLIPS DAVID A.	51 745	CF	

6. OLD SALARY RATE				7. NEW SALARY RATE				8. TYPE ACTION	
Grade	Step	Salary	Last Eff. Date	Grade	Step	Salary	EFFECTIVE DATE	SI	ADJ
GS 17	3	$36,000	11/26/71	GS 17	4	$3[illegible],000	11/26/72		

CERTIFICATION AND AUTHENTICATION

I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF ACCEPTABLE LEVEL OF COMPETENCE.

SIGNATURE [signature] DATE 9/9/72

1/25/73

[ ] NO EXCESS LWOP

[ ] IN PAY STATUS AT END OF WAITING PERIOD

[ ] LWOP STATUS AT END OF WAITING PERIOD

CLERK'S INITIALS | AUDITED BY

FORM 560 E Use previous editions

PAY CHANGE NOTIFICATION

SECRET
(When Filled In)

EBG: 26 AUG 72

NOTIFICATION OF PERSONNEL ACTION

ODF

1. SERIAL NUMBER	2. NAME (LAST-FIRST-MIDDLE)
024345	PHILLIPS DAVID A

3. NATURE OF PERSONNEL ACTION	4. EFFECTIVE DATE (MO DA YR)	5. CATEGORY OF EMPLOYMENT
REASSIGNMENT	08 14 72	REGULAR

6. FUNDS				7. Financial Analysis No. Chargeable	8. CSC OR OTHER LEGAL AUTHORITY
	V TO V		V TO CF	3135 1138 0000	50 USC 403 J
	CF TO V	X	CF TO CF		

9. ORGANIZATIONAL DESIGNATIONS	10. LOCATION OF OFFICIAL STATION
DDP/WH DIVISION FOREIGN FIELD BRANCH 3 - CARACAS, VENEZUELA STATION	CARACAS, VENEZUELA

11. POSITION TITLE	12. POSITION NUMBER	13. SERVICE DESIGNATION
1ST SECRETARY INT REL OFF CHIEF OF STATION	0093	D

14. CLASSIFICATION SCHEDULE (GS, LB, etc.)	15. OCCUPATIONAL SERIES	16. GRADE AND STEP	17. SALARY OR RATE
FSR GS	0136.05	03 7 17 3	28022 36000

18. REMARKS ~~BRASILIA, BRAZIL~~

"IN ACCORDANCE WITH HR 20-23A(2), AN EMPLOYEE WILL HOLD SUPERGRADE RANK FOR SUCH TIME AS THE DIRECTOR MAY DETERMINE, REGARDLESS OF THE NATURE OF THE DUTIES PERFORMED."

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. Employ. Code	21. OFFICE CODING (Numeric / Alphabetic)	22. STATION CODE	23. INTEGREE CODE	24. Health Code	25. DATE OF BIRTH	26. DATE OF GRADE	27. DATE OF LEI
37	10	51745 WH	77003	S	3	10 31 22		

28. NTE EXPIRES	29. SPECIAL REFERENCE	30. RETIREMENT DATA	31. SEPARATION DATA CODE	32. Correction / Cancellation Data	EOD DATA	33. SECURITY REQ. NO.	34. SEX
10 13 74	82						

35. VET PREFERENCE | 36. SERV. COMP. DATE | 37. LONG COMP. DATE | 38. CAREER CATEGORY | 39. FEGLI | 40. HEALTH INSURANCE | 41. SOCIAL SECURITY NO.

42. PREVIOUS CIVILIAN GOVERNMENT SERVICE | FEDERAL TAX DATA | STATE TAX DATA

SIGNATURE OF OTHER AUTHENTICATION

POSTED

SECRET

14-00000

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER	2. NAME (LAST-FIRST-MIDDLE)
[illegible]	[illegible]

3. NATURE OF PERSONNEL ACTION	4. EFFECTIVE DATE (MO DA YR)	5. CATEGORY OF EMPLOYMENT
[illegible]	05 [illegible] 74	

6. FUNDS	V TO V	V TO CF	7. Financial Analysis No. Chargeable	8. CSC OR OTHER LEGAL AUTHORITY
	CF TO V	CF TO CF	[illegible]	

9. ORGANIZATIONAL DESIGNATIONS	10. LOCATION OF OFFICIAL STATION
[illegible]	[illegible], VENEZUELA

11. POSITION TITLE	12. POSITION NUMBER	13. SERVICE DESIGNATION
[illegible]	[illegible]	

14. CLASSIFICATION SCHEDULE (GS, LB, etc.)	15. OCCUPATIONAL SERIES	16. GRADE AND STEP	17. SALARY OR RATE
S	[illegible]	[illegible]	

18. REMARKS

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE | 20. Employ Code | 21. OFFICE CODING | 22. STATION CODE | 23. INTEGREE CODE | 24. Category Code | 25. DATE OF BIRTH | 26. DATE OF GRADE | 27. DATE OF LEI

28. NTE EXPIRES | 29. SPECIAL REFERENCE | 30. RETIREMENT DATA | 31. SEPARATION DATA CODE | 32. Correction Cancellation Data | EOD DATA | 33. SECURITY REQ. NO. | 34. SEX

35. VET. PREFERENCE | 36. SERV. COMP. DATE | 37. LONG. COMP. DATE | 38. CAREER CATEGORY | 39. FEGLI HEALTH INSURANCE | 40. SOCIAL SECURITY NO.

41. PREVIOUS CIVILIAN GOVERNMENT SERVICE | 42. | 43. FEDERAL TAX DATA | 44. STATE TAX DATA

SIGNATURE OR OTHER AUTHENTICATION

POSTED
[illegible]

SECRET

"PAY ADJUSTMENT IN ACCORDANCE WITH SALARY SCHEDULES OF PL 92-210 AND EXECUTIVE ORDER 11637 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND A DCI DIRECTIVE DATED 8 OCTOBER 1962"

EFFECTIVE DATE OF PAY ADJUSTMENT: 9 JANUARY 1972

NAME	SERIAL	ORGN.	FUNDS	GR-STEP	NEW SALARY
PHILLIPS DAVID A	024345	51 825	CF	GS 17 3	$36,000

SECRET
(When Filled In)

BBG: 30 NOV 71

NOTIFICATION OF PERSONNEL ACTION

ODF

1. SERIAL NUMBER: 024345
2. NAME (LAST-FIRST-MIDDLE): PHILLIPS DAVID A
3. NATURE OF PERSONNEL ACTION: PROMOTION
4. EFFECTIVE DATE: 11 28 71
5. CATEGORY OF EMPLOYMENT: REGULAR
6. FUNDS: V TO V / CF TO V / V TO CF / CF TO CF — X (CF TO V)
7. Financial Analysis No. Chargeable: 2135 0694 0000
8. CSC OR OTHER LEGAL AUTHORITY: 50 USC 403 J
9. ORGANIZATIONAL DESIGNATIONS: DDP/WH DIVISION, FOREIGN FIELD, BRANCH 5, BRASILIA, BRAZIL STATION
10. LOCATION OF OFFICIAL STATION: BRAZILIA, BRAZIL
11. POSITION TITLE: 1ST SECRETARY POLITICAL OFFICER / CHIEF OF STATION
12. POSITION NUMBER: 0186
13. SERVICE DESIGNATION: D
14. CLASSIFICATION SCHEDULE (GS, LB, etc.): FSR / GS
15. OCCUPATIONAL SERIES: 0136.05
16. GRADE AND STEP: 03 7 / 17 3
17. SALARY OR RATE: 26563 / 34716
18. REMARKS: RIO DE JANEIRO, BRAZIL

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

ACTION CODE	EMPLOYEE CODE	OFFICE CODING	STATION CODE	ACTION CODE	VET. PREF. CODE	DATE OF BIRTH	SERVICE COMP. DATE	DATE GRADE
22	10	51825 WH	09026	S	3	10 31 22	11 28 71	11 28 71

IOD DATA

SIGNATURE OR OTHER AUTHENTICATION

10

14-00000

"PAY ADJUSTMENT IN ACCORDANCE WITH SALARY SCHEDULES OF PL 91-231 AND EXECUTIVE ORDER 11524 PURS ANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND A DCI DIRECTIVE DATED 8 OCTOBER 1962"

EFFECTIVE DATE OF PAY ADJUSTMENT: 28 DECEMBER 1969

NAME	SERIAL	ORGN, FUNDS GR-STEP	NEW SALARY
PHILLIPS DAVID A	024345	51 730 CF GS 16 4	$29,232

657

1. SERIAL NO	2. NAME	3. ORGANIZATION	4. FUNDS	5. LWOP HOURS
024345	PHILLIPS DAVID A	51 730	CF	

6. OLD SALARY RATE Grade	Step	Salary	Last Eff. Date	7. NEW SALARY RATE Grade	Step	Salary	EFFECTIVE DATE	8. TYPE ACTION SI	ADJ
GS 16	4	$29,292	12/15/69	GS 16	5	$30,087	12/13/70		

CERTIFICATION AND AUTHENTICATION

I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF ACCEPTABLE LEVEL OF COMPETENCE.

SIGNATURE Joseph DeStefano - WH/Exo   DATE

[ ] NO EXCESS LWOP

[ ] IN PAY STATUS AT END OF WAITING PERIOD

[ ] LWOP STATUS AT END OF WAITING PERIOD

1/5/5

CLERKS INITIALS   AUDITED BY

FORM 7-64 560 E Use previous editions   PAY CHANGE NOTIFICATION   (4-31)

"PAY ADJUSTMENT IN ACCORDANCE WITH SALARY SCHEDULES OF PL 91-656 AND EXECUTIVE ORDER 11576 PURS ANT TO AUTH RITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND A DCI DIRECTIVE DATED 8 OCTOBER 1962"

EFFECTIVE DATE OF PAY ADJUSTMENT: 10 JANUARY 1971

NAME	SERIAL	ORGN, FUNDS GR-STEP	NEW SALARY
PHILLIPS DAVID A	024345	51 730 CF GS 16 5	[illegible]

14-00000

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER	2. NAME (LAST-FIRST-MIDDLE)
024345	PHILLIPS DAVID A

3. NATURE OF PERSONNEL ACTION	4. EFFECTIVE DATE (MO DA YR)	5. CATEGORY OF EMPLOYMENT
REASSIGNMENT	01 11 73	REGULAR

6. FUNDS	V TO V	V TO CF	CF TO V	CF TO CF	7. Financial Analysis No. Chargeable	8. CSC OR OTHER LEGAL AUTHORITY
			X		0135 0694 0000	50 USC 403 J

9. ORGANIZATIONAL DESIGNATIONS	10. LOCATION OF OFFICIAL STATION
DDP/WH FOREIGN FIELD BRANCH 5 RIO DE JANEIRO, BRAZIL STATION	RIO DE JANEIRO, BRAZIL

11. POSITION TITLE	12. POSITION NUMBER	13. SERVICE DESIGNATION
1ST SECRETARY POLITICAL OFFICER CHIEF OF STATION	0188	D

14. CLASSIFICATION SCHEDULE (GS, LB, etc.)	15. OCCUPATIONAL SERIES	16. GRADE AND STEP	17. SALARY OR RATE
FSR GS	0136.05	03 7 16 4	23646 27543

18. REMARKS

WAS ., D.C.

HOME BASE: WH

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. Employ. Code	21. OFFICE CODING Numeric	Alphabetic	22. STATION CODE	23. INTEGREE CODE	24. Major Code	25. DATE OF BIRTH (MO DA YR)	26. DATE OF GRADE	27. DATE OF LEI
37	10	51730	W	03 377	5	3	10 31 22		

28. NTE EXPIRES	29. SPECIAL REFERENCE	30. RETIREMENT DATA	31. SEPARATION DATA CODE	32. Correction Cancellation Data	EOD DATA	33. SECURITY REQ. NO.	34. SEX

35. VET. PREFERENCE	36. SERV. COMP. DATE	37. LONG COMP. DATE	38. CAREER CATEGORY	39. FEGLI	HEALTH INSURANCE	40. SOCIAL SECURITY NO.

41. PREVIOUS CIVILIAN GOVERNMENT SERVICE	42. LEAVE CATEGORY CODE	FEDERAL TAX DATA	44. STATE TAX DATA
0 - NO PREVIOUS SERVICE 1 - NO BREAK IN SERVICE 2 - BREAK IN SERVICE LESS THAN 3 YRS 3 - BREAK IN SERVICE MORE THAN 3 YRS			

SIGNATURE OR OTHER AUTHENTICATION

01-22-73

SECRET

JBC

Use Previous Edition

"PAY ADJUSTMENT IN ACCORDANCE WITH SECTION 212 OF PL 90-206 AND EXECUTIVE ORDER 11474 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND A DCI DIRECTIVE DATED 8 OCTOBER 1962"

EFFECTIVE DATE OF PAY ADJUSTMENT: 13 JULY 1949

NAME	SERIAL	ORGN. FUNDS	GR-STEP	PF. SALARY
PHILLIPS DAVID A	024345	51 500 CF	GS 16 4	$27,549

PLW: 13 DEC 6.

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

ODF

1. SERIAL NUMBER	2. NAME (LAST-FIRST-MIDDLE)
024345	PHILLIPS DAVID A

3. NATURE OF PERSONNEL ACTION	4. EFFECTIVE DATE (MO DA YR)	5. CATEGORY OF EMPLOYMENT
PROMOTION	12 15 [illegible]	REGULAR

6. FUNDS	V TO V		V TO CF		7. Financial Analysis No. Chargeable	8. CSC OR OTHER LEGAL AUTHORITY
	CF TO V	X	CF TO CF		0135 0520 0000	50 USC 403 J

9. ORGANIZATIONAL DESIGNATIONS	10. LOCATION OF OFFICIAL STATION
DDP/WH WH/COG OFFICE OF THE CHIEF	WASH., D.C.

11. POSITION TITLE	12. POSITION NUMBER	13. SERVICE DESIGNATION
ATT POL OFFICER OPS OFFICER CH	1103	D

14. CLASSIFICATION SCHEDULE (GS, LB, etc.)	15. OCCUPATIONAL SERIES	16. GRADE AND STEP	17. SALARY OR RATE
FSR GS	0136.01	03 3 16 4	26330 26110

18. REMARKS

WASH., D.C.

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. Employee Code	21. OFFICE CODING		22. STATION CODE	23. INTEGREE CODE	24. [illegible]	25. DATE OF BIRTH	26. DATE OF GRADE	27. DATE OF LEI
34	10	5106	W	70110	S	1	10 31 [illegible]	12 15 [illegible]	12 15 [illegible]

28. NTE EXPIRES | 29. SPECIAL REFERENCE | 30. RETIREMENT DATA | 31. SEPARATION DATA CODE | 32. [illegible] | EOD DATA | 33. SECURITY REQ NO | 34. SEX

35. VET PREFERENCE | 36. SERV. COMP. DATE | 37. LONG COMP. DATE | 38. CAREER CATEGORY | 39. FEGLI / HEALTH INSURANCE | 40. SOCIAL SECURITY NO.

41. PREVIOUS CIVILIAN GOVERNMENT SERVICE | 42. [illegible] | 43. FEDERAL TAX DATA | 44. STATE TAX DATA

SIGNATURE OR OTHER AUTHENTICATION

POST

"PAY ADJUSTMENT IN ACCORDANCE WITH SALARY SCHEDULES OF PL 90-206
PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949,
AS AMENDED, AND A-DCI DIRECTIVE DATED 8 OCTOBER 1962."

EFFECTIVE DATE OF PAY ADJUSTMENT: 8 OCTOBER 1967

NAME	SERIAL	ORGN.	FUNDS	GR-STEP	OLD SALARY	NEW SALARY
PHILLIPS DAVID A	024345	51 500	CF	GS 15 5	$19,978	$20,856

"PAY ADJUSTMENT IN ACCORDANCE WITH SECTIONS 212 AND 216 OF PL 90-206 AND
EXECUTIVE ORDER 11413 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT
OF 1949, AS AMENDED, AND A-DCI DIRECTIVE DATED 8 OCTOBER 1962"

EFFECTIVE DATE OF PAY ADJUSTMENT: 14 JULY 1968

NAME	SERIAL	ORGN.	FUNDS	GR-STEP	OLD SALARY	NEW SALARY
PHILLIPS DAVID A	024345	51 500	CF	GS 15 5	$20,856	$22,416

1. SERIAL NO	2. NAME	3. ORGANIZATION	4. FUNDS	5. LWOP HOURS
024345	PHILLIPS DAVID A	51 500	CF	

6. OLD SALARY RATE				7. NEW SALARY RATE				8. TYPE ACTION	
Grade	Step	Salary	Last Eff Date	Grade	Step	Salary	EFFECTIVE DATE	SI	ADJ
GS 15	5	22416	09/29/66	GS 15	6	23075	09/22/68		

CERTIFICATION AND AUTHENTICATION

I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF ACCEPTABLE LEVEL OF COMPETENCE.

SIGNATURE [signature] Donald C. Marelius

DATE 12 July 1968

- [ ] NO EXCESS LWOP
- [ ] IN PAY STATUS AT END OF WAITING PERIOD
- [ ] LWOP STATUS AT END OF WAITING PERIOD

CLERKS INITIALS

AUDITED BY

SECRET
(When Filled In)

SE: 12 SEPT. 67

NOTIFICATION OF PERSONNEL ACTION

OJF

1. SERIAL NUMBER	2. NAME (LAST FIRST MIDDLE)
021345	PHILLIPS DAVID A

3. NATURE OF PERSONNEL ACTION	4. EFFECTIVE DATE (MO. DA. YR)	5. CATEGORY OF EMPLOYMENT
REASSIGNMENT	09 10 67	REGULAR

6. FUNDS	V TO V	V TO CF	CF TO V	CF TO CF	7. Financial Analysis No. Chargeable	8. CSC OR OTHER LEGAL AUTHORITY
			X		3135 0620 0000	50 USC 403 J

9. ORGANIZATIONAL DESIGNATIONS	10. LOCATION OF OFFICIAL STATION
DDP/WH WH/COG OFFICE OF THE CHIEF	WASH., D.C.

11. POSITION TITLE	12. POSITION NUMBER	13. SERVICE DESIGNATION
ATT POL OFFICER OPS OFFICER CH	1105	D

14. CLASSIFICATION SCHEDULE (GS, LB, etc.)	15. OCCUPATIONAL SERIES	16. GRADE AND STEP	17. SALARY OR RATE
FSR GS	0136.01	03 5 15-5	18041 19978

18. REMARKS

SANTO DOMINGO, DOM REP

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19 ACTION CODE	20 Employ Code	21. OFFICE CODING (NUMERIC)	(ALPHABETIC)	22 STATION CODE	23 INTEGREE CODE	24. Hdqtrs Code	25 DATE OF BIRTH (MO DA YR)	26 DATE OF GRADE	27 DATE OF LEI
37	10	51500	WH	75013	5	1	10 31 22		

28 NTE EXPIRES	29 SPECIAL REFERENCE	30 RETIREMENT DATA (1 CSC, 2 CIA, 3 FICA, 4 NONE)	31 SEPARATION DATA CODE	32 CORRECTION/CANCELLATION DATA	EOD DATA	33 SECURITY REQ NO	34 SEX

35 VET. PREFERENCE (0 - NONE, 1 - 5 PT, 2 - 10 PT)	36 SERV. COMP DATE	37. LONG COMP DATE	38 CAREER CATEGORY	39 FEGLI / HEALTH INSURANCE	40 SOCIAL SECURITY NO

41 PREVIOUS CIVILIAN GOVERNMENT SERVICE (0 - NO PREVIOUS SERVICE, 1 - NO BREAK IN SERVICE, 2 - BREAK IN SERVICE LESS THAN 3 YRS, 3 - BREAK IN SERVICE MORE THAN 3 YRS)	42. LEAVE CAT CODE	43 FEDERAL TAX DATA	44 STATE TAX DATA

SIGNATURE OR OTHER AUTHENTICATION

9/13/67

FORM 5-66 1150 Use Previous Edition

SECRET MAH

GROUP 1 Excluded from automatic downgrading and declassification

(When Filled In)

14-00000

1. Serial No	2. Name	3. Cost Center Number	4. LWOP Hours
024345	PHILLIPS DAVID A	51 750 CF	

5. OLD SALARY RATE				6. NEW SALARY RATE				7. TYPE ACTION		
Grade	Step	Salary	Last Eff. Date	Grade	Step	Salary	Effective Date	PSI	LSI	ADJ
GS 15	4	~~$18,935~~ 19371	09/27/64	GS 15	5	~~$19,460~~ 19978	09/25/66			

8. Remarks and Authentication

NO EXCESS LWOP
IN PAY STATUS AT END OF WAITING PERIOD
LWOP STATUS AT END OF WAITING PERIOD
CLERKS INITIALS AUDITED BY

I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF AN ACCEPTABLE LEVEL OF COMPETENCE.

SIGNATURE: [signature] DATE 15/7/66

PAY CHANGE NOTIFICATION

Form 7-65 560E
(4-31)

14-00000

SECRET
(When Filled In)

BJT: 18 OCT 66

NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER	2. NAME (LAST-FIRST-MIDDLE)
024345	PHILLIPS DAVID A

3. NATURE OF PERSONNEL ACTION	4. EFFECTIVE DATE (MO DA YR)	5. CATEGORY OF EMPLOYMENT
DESIGNATION AS PARTICIPANT IN CIA RETIREMENT AND DISABILITY SYSTEM	10 23 66	REGULAR

6. FUNDS	V TO V	V TO CF	CF TO V	CF TO CF	7. COST CENTER NO. CHARGEABLE	8. CSC OR OTHER LEGAL AUTHORITY
			X		7135 0875 0000	PL 88-643 SECT. 203

9. ORGANIZATIONAL DESIGNATIONS	10. LOCATION OF OFFICIAL STATION
DDP/WH	SANTO DOMINGO, DOM REP

11. POSITION TITLE	12. POSITION NUMBER	13. SERVICE DESIGNATION
		D

14. CLASSIFICATION SCHEDULE (GS, LB, etc.)	15. OCCUPATIONAL SERIES	16. GRADE AND STEP	17. SALARY OR RATE
		15	

18. REMARKS

EMPLOYEE WILL RECEIVE NOTIFICATION FROM THE DIRECTOR OF PERSONNEL OF THIS DESIGNATION AND RIGHT OF APPEAL TO THE DIRECTOR OF CENTRAL INTELLIGENCE.

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. Employ. Code	21. OFFICE CODING (NUMERIC / ALPHABETIC)	22. STATION CODE	23. INTEGREE CODE	24. Hdqtrs. Code	25. DATE OF BIRTH (MO DA YR)	26. DATE OF GRADE (MO DA YR)	27. DATE OF LEI (MO DA YR)

28. NTE EXPIRES (MO DA YR)	29. SPECIAL REFERENCE	30. RETIREMENT DATA (1 - CSC, 2 - FICA, 3 - NONE) CODE	31. SEPARATION DATA CODE	32. CORRECTION/CANCELLATION DATA (TYPE, MO DA YR)	EOD DATA	33. SECURITY REQ NO.	34. SEX
		2					

35. VET PREFERENCE (CODE; 0 - NONE, 1 - 5 PT, 2 - 10 PT)	36. SERV COMP DATE (MO DA YR)	37. LONG COMP. DATE (MO DA YR)	38. CAREER CATEGORY (CAR, RES, PROV, TEMP) CODE	39. FEGLI / HEALTH INSURANCE (CODE 0 - WAIVER, 1 - YES; HEALTH INS CODE)	40. SOCIAL SECURITY NO

41. PREVIOUS GOVERNMENT SERVICE DATA (CODE: 0 - NO PREVIOUS SERVICE, 1 - NO BREAK IN SERVICE, 2 - BREAK IN SERVICE, 3 - BREAK IN SERVICE ...)	42. LEAVE CAT CODE	43. FEDERAL TAX DATA (FORM EXECUTED 1 - YES 2 - NO; CODE; NO TAX EXEMPTIONS)	44. STATE TAX DATA (FORM EXECUTED 1 - YES 2 - NO; CODE; NO TAX EXEMP; STATE CODE)

SIGNATURE OR OTHER AUTHENTICATION

10-24-66

FORM 11-62 1150 Use Previous Edition

SECRET

GROUP 1 Excluded from automatic downgrading and declassification

(When Filled In)

14-00000

"PAY ADJUSTMENT IN ACCORDANCE WITH SALARY SCHEDULES OF PL 89-504 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND A-DCI DIRECTIVE DATED 8 OCTOBER 1962."

EFFECTIVE DATE OF PAY ADJUSTMENT: 3 JULY 1966

NAME	SERIAL	ORGN.	FUNDS	GR-STEP	OLD SALARY	NEW SALARY
PHILLIPS DAVID A	024345	51 750	CF	GS 15 4	$18,825	$19,371

SECRET

30 June 1966

MEMORANDUM FOR : Chief, TRB

SUBJECT : Record of Contract Service for David A. Phillips

1. Per your request we are forwarding record of Subject's contract service:

Date	Action
4 March 1954	Hired as Contract Employee
31 July 1954	Terminated
1 August 1954	Hired as Contract Employee
31 March 1955	Terminated
19 August 1958	Hired as Contract Agent
13 March 1960	Terminated

2. Subject was employed on a full time basis with leave benefits from 4 March 1954 through 31 March 1955. Accordingly, this entire period is "creditable" for establishing his annual leave category. However, the period from 19 August 1958 through 13 March 1960, as an independent contractor, is not creditable for this purpose. Only the period from 4 March 1954 through 31 December 1954 is "creditable for Civil Service Retirement, since Contract Employee's were mandatorily covered by Social Security as of 1 January 1955. 1951-1953 Contract Agent time is not creditable.

3. Attached is OF record of Agency service with salary breakdown.

Rogers C. Brooks

14-00000

OPTIONAL FORM NO. 10

UNITED STATES GOVERNMENT

Memorandum

TO : Chief, Contract Personnel Division
ATTN : Mary Kay Snink

DATE: 16 June 1966

FROM : Compensation and Tax Division
Office of Finance

SUBJECT: Agency Service of David Atlee PHILLIPS

The records of the Office of Finance show the following Agency service for Subject:

Contract Agent:

EOD 1 February 1951 @ $600.00 P/M
Term 28 February 1951 @ $600.00 P/M — not creditable see memo 6-30-66

EOD 25 January 1952 @ $6000.00 P/A
Term 31 August 1953 @ $6000.00 P/A — not creditable see memo 6-30-66

Contract Employee:

ECD 4 March 1954 $7200.00 P/A
Pay Inc. 1 August 1954 @ $8360.00 P/A
Term. 31 March 1955 @ $8360.00 P/A — O.K.

Staff Employee:

Ex. Appt. 1 April 1955 @ $9600.00 P/A
Res. 6 February 1956 @ $10,320.00 P/A — O.K.

Staff Agent:

Ex. Appt. 7 February 1956 @ $10,320.00 P/A
PSI 7 October 1956 $10,535.00 P/A
Pay Raise 12 January 1958 @ $11,595.00 P/A
PSI 6 April 1958 $11,835.00 P/A
Res. 13 August 1958 @ $11,835.00 P/A — O.K.

Contract Agent:

EOD 19 August 1958 @ $7,200.00 P/A
Term. 13 March 1960 @ $7,200.00 P/A — not creditable per memo from CPD dated 6-30-66

Staff Employee:

Ex. Appt. 14 March 1960 $11,835.00 P/A
Subject has been a Staff Employee since 14 March 1960. (O.K. as Staff Employee)

JOSEPH H. HUDSON
Chief
Agent Payroll Branch

14-00000

"PAY ADJUSTMENT IN ACCORDANCE WITH SALARY SCHEDULES OF PL 89-301 PURSUANT TO AUTHORITY OF [illegible] AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND A-D-T POLICY EFFECTIVE DATED [illegible] OCTOBER 1962."

EFFECTIVE DATE OF PAY ADJUSTMENT: 17 OCTOBER 1965

NAME	SERIAL	ORGN. FUNDS GR-STEP	OLD SALARY	NEW SALARY
PHILLIPS DAVID A	024345	51 650 CF GS 15 4	$18,170	$18,625

5 AUG 65

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

OF

1. SERIAL NUMBER	2. NAME (LAST-FIRST-MIDDLE)
024345	PHILLIPS DAVID A

3. NATURE OF PERSONNEL ACTION	4. EFFECTIVE DATE (MO. DA. YR.)	5. CATEGORY OF EMPLOYMENT
REASSIGNMENT	05 06 65	REGULAR

6. FUNDS	V TO V	V TO CF	CF TO V	CF TO CF	7. COST CENTER NO. CHARGEABLE	8. CSC OR OTHER LEGAL AUTHORITY
				X	6135 0575 0000	50 USC 403 J

9. ORGANIZATIONAL DESIGNATIONS	10. LOCATION OF OFFICIAL STATION
DDP/WH FOREIGN FIELD BRANCH 2 SANTO DOMINGO, DOMINICAN REPUBLIC STATION	SANTO DOMINGO, DOM REP

11. POSITION TITLE	12. POSITION NUMBER	13. SERVICE DESIGNATION
ATT POL OFF CHIEF OF STATION	0274	D

14. CLASSIFICATION SCHEDULE (GS, LB, etc.)	15. OCCUPATIONAL SERIES	16. GRADE AND STEP	17. SALARY OR RATE
FSR GS	0136.05	03 5 15 4	16920 18170

18. REMARKS

MEXICO CITY, MEXICO

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. Employ Code	21. OFFICE CODING (NUMERIC)	(ALPHABETIC)	22. STATION CODE	23. INTEGREE CODE	24. Hdqrs Code	25. DATE OF BIRTH (MO DA YR)	26. DATE OF GRADE	27. DATE OF LEI
37	10	51650	WH	19039	1	3	10 31 22		

28. NTE EXPIRES (MO. DA. YR.)	29. SPECIAL REFERENCE	30. RETIREMENT DATA (1-CSC, 2-FICA, 3-NONE)	CODE	31. SEPARATION DATA CODE	32. CORRECTION-CANCELLATION DATA (TYPE, MO, DA, YR)	EOD DATA	33. SECURITY REQ NO	34. SEX
XX XXXX								

35. VET PREFERENCE (CODE: 0-NONE, 1-5 PT, 2-10 PT)	36. SERV COMP. DATE (MO DA YR)	37. LONG COMP DATE (MO DA YR)	38. CAREER CATEGORY	39. FEGLI / HEALTH INSURANCE (CODE: 0-WAIVED, 1-YES; HEALTH INS CODE)	40. SOCIAL SECURITY NO

41. PREVIOUS GOVERNMENT SERVICE DATA (CODE: 0-NO PREVIOUS SERVICE, 1-NO BREAK IN SERVICE, 2-BREAK IN SERVICE LESS THAN 3 YRS, 3-BREAK IN SERVICE MORE THAN 3 YRS)	42. LEAVE CAT CODE	43. FEDERAL TAX DATA (FORM EXECUTED 1-YES 2-NO; CODE; NO. TAX EXEMPTIONS)	44. STATE TAX DATA (FORM EXECUTED 1-YES 2-NO; CODE; NO TAX EXEMP; STATE CODE)

SIGNATURE OR OTHER AUTHENTICATION

14-00000

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

ADPD 03/31/65

1 SERIAL NUMBER	2 NAME (LAST-FIRST-MIDDLE)
024345	PHILLIPS DAVID A

3 NATURE OF PERSONNEL ACTION	4 EFFECTIVE DATE (MO DA YR)	5 CATEGORY OF EMPLOYMENT
CONV. TO CAREER EMPLOYEE STATUS	04 01 56	

6 FUNDS	V TO V		V TO CF	7 COST CENTER NO. CHARGEABLE	8 CSC OR OTHER LEGAL AUTHORITY
	CF TO V	X	CF TO CF		

9 ORGANIZATIONAL DESIGNATIONS	10 LOCATION OF OFFICIAL STATION
DDP/WH DIVISION	

11 POSITION TITLE	12 POSITION NUMBER	13 CAREER SERVICE DESIGNATION
		D

14 CLASSIFICATION SCHEDULE (GS, LB, etc.)	15 OCCUPATIONAL SERIES	16 GRADE AND STEP	17 SALARY OR RATE

18 REMARKS

SIGNATURE OR OTHER AUTHENTICATION

POSTED
04/02/65 [signature]

Form 1-63 1150B MFG. 1-63 Use Previous Edition

SECRET

GROUP 1 Excluded from automatic downgrading and declassification

(When Filled In)

14-00009

121

1. Serial No	2 Name	3 Cost Center Number	4 LWOP Hours
024345	PHILLIPS DAVID A	51 700 CF 45G	

5 OLD SALARY RATE				6 NEW SALARY RATE				7 TYPE ACTION		
Grade	Step	Salary	Last EH. Date	Grade	Step	Salary	Effective Date	PSI	LSI	ADJ
GS 15	3	~~$[illegible]~~ 17,600	09/29/63	GS 15	4	~~$17,210~~ 18,170	09/27/64			

8 Remarks and Authentication

C/ 557

/ / NO EXCESS LWOP
/ / IN PAY STATUS AT END OF WAITING PERIOD
/ / LWOP STATUS AT END OF WAITING PERIOD
CLERKS INITIALS AUDITED BY

I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF AN ACCEPTABLE LEVEL OF COMPETENCE.

SIGNATURE: [signature] DATE 9/17/64

PAY CHANGE NOTIFICATION

Form 9-61 560 - Obsolete Previous Edition (4-51)

GENERAL SCHEDULE RATES

Federal Employees Salary Act of 1964

GRADE	Per Annum Rates and Steps									
	1	2	3	4	5	6	7	8	9	10
GS- 1	$3,385	$3,500	$3,615	$3,730	$3,845	$3,960	$4,075	$4,190	$4,305	$4,420
GS- 2	3,680	3,805	3,930	4,055	4,180	4,305	4,430	4,555	4,680	4,805
GS- 3	4,005	4,140	4,275	4,410	4,545	4,680	4,815	4,950	5,085	5,220
GS- 4	4,480	4,630	4,780	4,930	5,080	5,230	5,380	5,530	5,680	5,830
GS- 5	5,000	5,165	5,330	5,495	5,660	5,825	5,990	6,155	6,320	6,485
GS- 6	5,505	5,690	5,875	6,060	6,245	6,430	6,615	6,800	6,985	7,170
GS- 7	6,050	6,250	6,450	6,650	6,850	7,050	7,250	7,450	7,650	7,850
GS- 8	6,630	6,850	7,070	7,290	7,510	7,730	7,950	8,170	8,390	8,610
GS- 9	7,220	7,465	7,710	7,955	8,200	8,445	8,690	8,935	9,180	9,425
GS-10	7,900	8,170	8,440	8,710	8,980	9,250	9,520	9,790	10,060	10,330
GS-11	8,650	8,945	9,240	9,535	9,830	10,125	10,420	10,715	11,010	11,305
GS-12	10,250	10,605	10,960	11,315	11,670	12,025	12,380	12,735	13,090	13,445
GS-13	12,075	12,495	12,915	13,335	13,755	14,175	14,595	15,015	15,435	15,855
GS-14	14,170	14,660	15,150	15,640	16,130	16,620	17,110	17,600	18,090	18,580
GS-15	16,460	17,030	17,600	18,170	18,740	19,310	19,880	20,450	21,020	21,590
GS-16	18,935	19,590	20,245	20,900	21,555	22,210	22,865	23,520	24,175	.....
GS-17	21,445	22,195	22,945	23,695	24,445	.....	.....	.....	.....	.....
GS-18	24,500	.....	.....	.....	.....	.....	.....	.....	.....	.....

14-00000

IN ACCORDANCE WITH THE PROVISIONS OF PUBLIC LAW 87-793 AND DCI MEMORANDUM DATED 1 AUGUST 1956, SALARY IS ADJUSTED AS FOLLOWS, EFFECTIVE 5 JANUARY 1964.

NAME	SERIAL	ORGN	FUNDS	GR-ST	OLD SALARY	NEW SALARY
PHILLIPS DAVID A	024345	51 700	CF	GS 15 3	$15,525	$16,495

SECRET
(When Filled In)

MHC: 27 SEPT 63

ODF

NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER	2. NAME (LAST-FIRST-MIDDLE)		
024345	PHILLIPS DAVID A		
3. NATURE OF PERSONNEL ACTION		**4. EFFECTIVE DATE** (MO DA YR)	**5. CATEGORY OF EMPLOYMENT**
PROMOTION		09 29 63	REGULAR
6. FUNDS	V TO V / CF TO V / V TO CF / X CF TO CF	**7. COST CENTER NO. CHARGEABLE**	**8. CSC OR OTHER LEGAL AUTHORITY**
	X CF TO CF	4135 5700 1000	50 USC 403 J
9. ORGANIZATIONAL DESIGNATIONS		**10. LOCATION OF OFFICIAL STATION**	
DDP WH BRANCH 3 MEXICO CITY MEXICO STATION		MEXICO CITY, MEXICO	
11. POSITION TITLE		**12. POSITION NUMBER**	**13. SERVICE DESIGNATION**
ATT POL OFF OPS OFFICER		0340	D
14. CLASSIFICATION SCHEDULE (GS, LB, etc.)	**15. OCCUPATIONAL SERIES**	**16. GRADE AND STEP**	**17. SALARY OR RATE**
FSR GS	0136.01	03 0 15 3	13440 15525

18. REMARKS

MEXICO CITY, MEXICO

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. Employee Code	21. OFFICE CODING	22. STATION CODE	23. INTEGREE CODE	24. Apprs. Code	25. DATE OF BIRTH	26. DATE OF GRADE	27. DATE OF LEI
22	10	51700 WH	45075	1	3	10 31 22	09 29 63	09 29 63

28. NTE EXPIRES	29. SPECIAL REFERENCE	30. RETIREMENT DATA	31. SEPARATION DATA CODE	32. CORRECTION CANCELLATION DATA	33. SECURITY REQ NO.	34. SEX
09 28 65	81			EOD DATA		

35. VET PREFERENCE	36. SERV COMP DATE	37. LONG COMP DATE	38. CAREER CATEGORY	39. FEGLI / HEALTH INSURANCE	40. SOCIAL SECURITY NO.

41. PREVIOUS GOVERNMENT SERVICE DATA	42. LEAVE CAT CODE	43. FEDERAL TAX DATA	44. STATE TAX DATA

SIGNATURE OR OTHER AUTHENTICATION

[illegible]

14-00000

IN ACCORDANCE WITH THE PROVISIONS OF PUBLIC LAW 87 - 793 AND DCI [illegible] DATED [illegible] AUGUST [illegible], SALARY IS ADJUSTED AS FOLLOWS, EFFECTIVE 14 OCTOBER 1962

NAME	SERIAL	ORGN	FUNDS	OLD GR-ST	OLD SALARY	NEW GR-ST	NEW SALARY
PHILLIPS DAVID A	024345	64700	CF	14 4	$12990	14 4	$14120

1 Serial No	2 Name	3 Cost Center Number	4 LWOP Hours
024345	PHILLIPS DAVID A	340 64 700 CF 8	

5 OLD SALARY RATE				6 NEW SALARY RATE				7 TYPE ACTION		
Grade	Step	Salary	Last Eff. Date	Grade	Step	Salary	Effective Date	PSI	LSI	ADJ
GS 14	4	$14,120	09/17/61	GS 14	5	$14,545	09/15/63		1	

8 Remarks and Authentication 559

/ / NO EXCESS LWOP
/ / IN PAY STATUS AT END OF WAITING PERIOD
/ / LWOP STATUS AT END OF WAITING PERIOD
CLERKS INITIALS AUDITED BY [illegible] 9/1/63

I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF AN ACCEPTABLE LEVEL OF COMPETENCE.

SIGNATURE: [illegible] DATE 17 July 1963

PAY CHANGE NOTIFICATION

Form 9-61 560 Obsolete Previous Edition (4-51)

SECRET
(When Filled In)

1. Serial No.	2 Name	3. Cost Center Number	4 LWOP Hours
24345	PHILLIPS DAVID A	DDP/WH 87 UV	

5. OLD SALARY RATE				6. NEW SALARY RATE				7. TYPE ACTION		
Grade	Step	Salary	Last Eff. Date	Grade	Step	Salary	Effective Date	PSI	LSI	ADJ.
GS 14	3	$12,730	03/14/60	14	4	$12,990	09/17/61			

8. Remarks and Authentication

/ / NO EXCESS LWOP
X / / IN PAY STATUS AT END OF WAITING PERIOD
/ / IN LWOP STATUS AT END OF WAITING PERIOD

SECRET
(When Filled In)

BWS: 31 AUG 1961

NOTIFICATION OF PERSONNEL ACTION

ODF

1. SERIAL NUMBER	2. NAME (LAST FIRST MIDDLE)
024345	PHILLIPS DAVID A

3. NATURE OF PERSONNEL ACTION	4. EFFECTIVE DATE (MO DA YR)	5. CATEGORY OF EMPLOYMENT
INTEGRATION - DEPT. OF STATE	08 23 61	REGULAR

6. FUNDS	V TO V	V TO CF	CF TO V	CF TO CF	7. COST CENTER NO. CHARGEABLE	8. CSC OR OTHER LEGAL AUTHORITY
				X	2135 5700 1000	50 USC 403 J

9. ORGANIZATIONAL DESIGNATIONS	10. LOCATION OF OFFICIAL STATION
DDP WH BRANCH 3 MEXICO CITY MEXICO STATION	MEXICO CITY, MEXICO

11. POSITION TITLE	12. POSITION NUMBER	13. CAREER SERVICE DESIGNATION
ATT POL OFF OPS OFFICER	0340	D

14. CLASSIFICATION SCHEDULE (GS, WB, etc.)	15. OCCUPATIONAL SERIES	16. GRADE AND STEP	17. SALARY OR RATE
FSR GS	0136.01	03 3 14 3	12535 12730

18. REMARKS

SUBJECT IS TO BE PAID THE DIFFERENCE BETWEEN CIA SALARY OF $12730 AND FSR SALARY OF $12535 TO BE PAID BY DEPT. OF STATE AND ALLOWANCES IN ACCORDANCE THEREWITH.
NO SICK AND NO ANNUAL LEAVE TO BE TRANSFERRED TO THE DEPT. OF STATE.

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. Employ Code	21. OFFICE CODING (NUMERIC)	(ALPHABETIC)	22. STATION CODE	23. INTEGREE CODE	24. Nature Code	25. DATE OF BIRTH (MO DA YR)	26. DATE OF GRADE	27. DATE OF LEI
5	10	64700	WH	45075	1	3	10 31 22		

NTE EXPIRES	29. SPECIAL REFERENCE	30. RETIREMENT DATA	31. SEPARATION DATA CODE	32. CORRECTION/CANCELLATION DATA		33. SECURITY REQ NO.	34. SEX
					EOD DATA		

VET PREFERENCE	36. SERV COMP DATE	37. LONG COMP DATE	38. MIL SERV CREDIT	39. FEGLI / HEALTH INSURANCE	40. SOCIAL SECURITY NO.

PREVIOUS GOVERNMENT SERVICE DATA	42. LEAVE CAT CODE	43. FEDERAL TAX DATA	44. STATE TAX DATA

SIGNATURE OR OTHER AUTHENTICATION

09/05/61 WK

1150 Obsolete Previous Editions

SECRET

PSC: 23 AUG 1961

SECRET
(When Filled In)

OCF

NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER	2. NAME (LAST-FIRST-MIDDLE)
024345	PHILLIPS DAVID A

3. NATURE OF PERSONNEL ACTION	4. EFFECTIVE DATE (MO DA YR)	5. CATEGORY OF EMPLOYMENT
REASSIGNMENT	08 15 61	REGULAR

6. FUNDS	V TO V	V TO CF	CF TO V	CF TO CF	7. COST CENTER NO. CHARGEABLE	8. CSC OR OTHER LEGAL AUTHORITY
				X	2135 5700 1000	50 USC 403 J

9. ORGANIZATIONAL DESIGNATIONS	10. LOCATION OF OFFICIAL STATION
DDP WH BRANCH 3 MEXICO CITY, MEXICO STATION	MEXICO CITY, MEXICO

11. POSITION TITLE	12. POSITION NUMBER	13. CAREER SERVICE DESIGNATION
OPS OFFICER	0340	D

14. CLASSIFICATION SCHEDULE (GS, WB, etc.)	15. OCCUPATIONAL SERIES	16. GRADE AND STEP	17. SALARY OR RATE
GS	0136.01	14 3	12730

18. REMARKS
TO BE INTEGRATED.

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. Employ. Code	21. OFFICE CODING NUMERIC	ALPHABETIC	22. STATION CODE	23. INTEGREE CODE	24. Approp. Code	25. DATE OF BIRTH (MO DA YR)	26. DATE OF GRADE	27. DATE OF LEI
37	10	64700	WH	45075		3	10 31 22		

28. NTE EXPIRES (MO DA YR)	29. SPECIAL REFERENCE	30. RETIREMENT DATA (1 CSC, 2 FICA, 3 NONE) CODE	31. SEPARATION DATA CODE	32. CORRECTION CANCELLATION DATA (TYPE MO DA YR)		33. SECURITY REQ NO.	34. SEX
					EOD DATA		

35. VET PREFERENCE (CODE: 0 NONE, 1 5 PT, 2 10 PT)	36. SERV. COMP. DATE (MO DA YR)	37. LONG COMP. DATE (MO DA YR)	38. MIL. SERV CREDIT LED (1 YES, 2 NO)	39. FEGLI / HEALTH INSURANCE (CODE; 0 WAIVED, 1 YES; HEALTH INS. CODE)	40. SOCIAL SECURITY NO.

41. PREVIOUS GOVERNMENT SERVICE DATA (CODE: 0 NO PREVIOUS SERVICE, 1 NO BREAK IN SERVICE, 2 BREAK IN SERVICE LESS THAN 3 MOS, 3 BREAK IN SERVICE MORE THAN 3 MOS)	42. LEAVE CAT. CODE	43. FEDERAL TAX DATA (FORM EXECUTED CODE 1 YES 2 NO; NO TAX EXEMPTIONS)	44. STATE TAX DATA (FORM EXECUTED 1 YES 2 NO; CODE; NO TAX EXEMP; STATE CODE)

SIGNATURE OR OTHER AUTHENTICATION

POSTED
08/29/61 WK

L I

Form 6-60 1150 Obsolete Previous Editions

SECRET

14-00000

IN ACCORDANCE WITH THE PROVISIONS OF P. L. 86-568 AND DCI MEMO DATED 1 AUGUST 1960, SALARY IS ADJUSTED AS FOLLOWS EFFECTIVE 10 JULY 1960.

SD	NAME	SERIAL	ORGN	GR-ST	OLD SALARY	NEW SALARY
D	PHILLIPS DAVID A	524345	46 17	GS-14 3	$11,835	$12,730

/S/ EMMETT D. ECHOLS
DIRECTOR OF PERSONNEL

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

BWS: 15 APR 1960

1. Serial No.	2. Name (Last-First-Middle)	3. Date Of Birth (Mo. Da. Yr.)	4. Vet. Pref (None-0, 5 Pt-1, 10 Pt-2) Code	5. Sex	6. CS-EOD (Mo. Da. Yr.)
524345	PHILLIPS DAVID A	10 31 22	1	M 1	03 14 60

7. SCD (Mo. Da. Yr.)	8. CSC Retmt. (Yes-1, No-2) Code	9. CSC Or Other Legal Authority	10. Appt. Affidav. (Mo. Da. Yr.)	11. FEGLI (Yes-1, No-2) Code	12. LCD (Mo. Da. Yr.)	13. Mil. Serv. Credit (Yes-1, No-2) Code
02 12 54	1	50 USCA 403 J			04 05 55	2

PREVIOUS ASSIGNMENT

14. Organizational Designations	Code	15. Location Of Official Station	Station Code
CS/CS DEVELOPMENT COMPLEMENT DDP WH DIVISION	3688	WASH., D.C.	75013

16. Dept. - Field (Dept-1, USfld-3, Frgn-5) Code	17. Position Title	18. Position No.	19. Serv.	20. Occup. Series
1	OPS OFFICER	031460	GS	0136.01

21. Grade & Step	22. Salary Or Rate	23. SD	24. Date Of Grade (Mo. Da. Yr.)	25. PSI Due (Mo. Da. Yr.)	26. Appropriation Number
14 3	$11835	D	03 14 60	09 17 61	0320 1998

ACTION

27. Nature Of Action	Code	28. Eff. Date (Mo. Da. Yr.)	29. Type Of Employee	Code	30. Separation Data
REASSIGNMENT	56	04 17 60	REGULAR	01	

PRESENT ASSIGNMENT

31. Organizational Designations	Code	32. Location Of Official Station	Station Code
DDP WH BRANCH 4	4617	WASH., D. C.	75013

33. Dept. - Field (Dept-1, USfld-3, Frgn-5) Code	34. Position Title	35. Position No.	36. Serv.	37. Occup. Series
1	OPS OFFICER	0624	GS	0136.01

38. Grade & Step	39. Salary Or Rate	40. SD	41. Date Of Grade (Mo. Da. Yr.)	42. PSI Due (Mo. Da. Yr.)	43. Appropriation Number
14 3	$11835	D	03 14 60	09 17 61	0135 1000 1000

44. Remarks

4-26-60 WK

14-00000

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

PAS: 14 MARCH 1960

1. Serial No.	2. Name (Last-First-Middle)	3. Date Of Birth (Mo. Da. Yr.)	4. Vet. Pref (None-0, 5 Pt-1, 10 Pt-2) Code	5. Sex	6. CS-EOD (Mo. Da. Yr.)
524345	DAVID A PHILLIPS PHILLIPS DAVID A	10 31 22	1	M 1	03 14 60

7. SCD (Mo. Da. Yr.)	8. CSC Retmt. (Yes-1 No-2) Code	9. CSC Or Other Legal Authority	10. Apmt Affidav (Mo. Da. Yr.)	11. FEGLI (Yes-1 No-2) Code	12. LCD (Mo. Da. Yr.)	13. Code (Yes-1 No-2)
02 12 54	1	50 USCA 403 J	03 14 60	1	04 05 55	2

PREVIOUS ASSIGNMENT

14. Organizational Designations	Code	15. Location Of Official Station	Station Code

16. Dept. - Field (Dept - 1, USfld - 3, Fran - 5) Code	17. Position Title	18. Position No.	19. Serv.	20. Occup. Series

21. Grade & Step	22. Salary Or Rate	23. SD	24. Date Of Grade (Mo. Da. Yr.)	25. PSI Due (Mo. Da. Yr.)	26. Appropriation Number
	$				

ACTION

27. Nature Of Action	Code	28. Eff Date (Mo. Da. Yr.)	29. Type Of Employee	Code	30. Separation Data
EXCEPTED APPOINTMENT	17	03 14 60	REGULAR	20	

PRESENT ASSIGNMENT

31. Organizational Designations	Code	32. Location Of Official Station	Station Code
CS/CS DEVELOPMENT COMPLEMENT DDP WH DIVISION	4688	WASH., D.C.	75013

33. Dept - Field (Dept - 1, USfld - 3, Fran - 5) Code	34. Position Title	35. Position No.	36. Serv.	37. Occup. Series
1	OPS OFFICER	031460	GS	0136.01

38. Grade & Step	39. Salary Or Rate	40. SD	41. Date Of Grade (Mo. Da. Yr.)	42. PSI Due (Mo. Da. Yr.)	43. Appropriation Number
14 3	$ 11835	D	03 14 60	09 17 61	0320 1998

44. Remarks
APPOINTEE.

NOTED
3-24-60
ph

FORM NO. 1150a
1 MAR 57

3-23-60

SECRET

14-00000

STANDARD FORM 50 (? PART)
REV. APRIL 1951
PROMULGATED BY
U.S. CIVIL SERVICE COMMISSION
CHAPTER 81, FEDERAL PERSONNEL MANUAL

SECRET
WHEN FILLED IN.

NOTIFICATION OF PERSONNEL ACTION

1. NAME (MR.-MISS-MRS.-ONE GIVEN NAME, INITIAL(S), AND SURNAME)	2. DATE OF BIRTH	3. JOURNAL OR ACTION NO.	4. DATE
Price P. Phillips [redacted]	10/31/22		18 Aug 58

This is to notify you of the following action affecting your employment:

5. NATURE OF ACTION (USE STANDARD TERMINOLOGY)	6. EFFECTIVE DATE	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY
RESIGNATION(STAFF AGENT)	13 Aug 58	50 USCA 403j

FROM		TO
Ops Officer (FP) 8127	8. POSITION TITLE	
GS-0136.31-14 $11,835.00 p/a	9. SERVICE, SERIES, GRADE, SALARY	
DDP/NEA Project Annex Egypt & Arab States Branch Project PECTATE	10. ORGANIZATIONAL DESIGNATIONS	
Beirut, Lebanon	11. HEADQUARTERS	
XX FIELD ☐ DEPARTMENTAL	12. FIELD OR DEPT'L	☐ FIELD ☐ DEPARTMENTAL

13. VETERAN'S PREFERENCE: NONE | WWII | OTHER | 5-PT. | 10-POINT (DISAB. / OTHER)

14. POSITION CLASSIFICATION ACTION: NEW | VICE | I.A. | REAL.

SD:DP

15. SEX: M

16. APPROPRIATION: FROM: 9-3351-91-215 TO:

17. SUBJECT TO C.S. RETIREMENT ACT (YES-NO): YES

18. DATE OF APPOINTMENT AFFIDAVITS (ACCESSIONS ONLY):

19. LEGAL RESIDENCE: ☐ CLAIMED ☐ PROVED STATE:

20. REMARKS:

Subj debriefed by Security(Frasee)
Subj debriefed by Finance(Shipley)
Subj debriefed by Personnel(Kreinheder)

POSTED ON
OE-40
[illegible] 15 Aug 58

FOR DIRECTOR OF PERSONNEL

ENTRANCE PERFORMANCE RATING:

Joseph B. Ragan
21. SIGNATURE OR OTHER AUTHENTICATION

SECRET

1. [illegible] COPY
File

14-00000

STANDARD FORM 50 (7 PART)
REV. APRIL 1951
PROMULGATED BY
U.S. CIVIL SERVICE COMMISSION
CHAPTER R1, FEDERAL PERSONNEL MANUAL

SECRET
WHEN FILLED IN

NOTIFICATION OF PERSONNEL ACTION

1. NAME (MR.–MISS–MRS.–ONE GIVEN NAME, INITIAL(S), AND SURNAME)	2. DATE OF BIRTH	3. JOURNAL OR ACTION NO.	4. DATE
[illegible] [redacted]	31 Oct 1922		15 Aug 57

This is to notify you of the following action affecting your employment:

5. NATURE OF ACTION (USE STANDARD TERMINOLOGY)	6. EFFECTIVE DATE	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY
REASSIGNMENT (CORRECTION)* STAFF AGENT)	30 Apr 1957	50 USCA 403 J

FROM		TO
Ops. Off (PP) BAF-125	8. POSITION TITLE	Ops. Officer (PP) PSP-8127
GS-0136.31-14 $10,535.00 p/a	9. SERVICE, SERIES, GRADE, SALARY	GS-0136.31-14 $10,535.00 p/a
DDP/WH Branch III Havana Cuba Station	10. ORGANIZATIONAL DESIGNATIONS	DDP/NEA Project Annex Egypt and Arab States Branch Project FECTATE
Havana, Cuba	11. HEADQUARTERS	Beirut, Lebanon
XX FIELD ☐ DEPARTMENTAL	12. FIELD OR DEPT'L	XX FIELD ☐ DEPARTMENTAL

13. VETERAN'S PREFERENCE: NONE | WWII | OTHER | 5-PT. | 10-POINT (DISAB. / OTHER)

14. POSITION CLASSIFICATION ACTION: NEW | VICE | I. A. | REAL. — SD:DP

15. SEX	16. APPROPRIATION	17. SUBJECT TO C. S. RETIREMENT ACT (YES–NO)	18. DATE OF APPOINTMENT AFFIDAVITS (ACCESSIONS ONLY)	19. LEGAL RESIDENCE
M	FROM: 6-3545-55-055 TO: 7-3361-91-215	Yes		☐ CLAIMED ☐ PROVED STATE:

20. REMARKS:

POSTED ON [illegible] 15 Aug 57

*Subject arrived PCS Beirut 30 Apr 57.
Project FECTATE was approved 15 Mar 57

FOR DIRECTOR OF PERSONNEL

Louis W. Armstrong

ENTRANCE PERFORMANCE RATING:

21. SIGNATURE OR OTHER AUTHENTICATION

SECRET

1. [redacted] COPY

file

STANDARD FORM 50 (7 PART)
REV. APRIL 1951
PROMULGATED BY
U.S. CIVIL SERVICE COMMISSION
CHAPTER R1 FEDERAL PERSONNEL MANUAL

SECRET
(WHEN FILLED IN)

NOTIFICATION OF PERSONNEL ACTION

1. NAME (MR.-MISS-MRS.-ONE GIVEN NAME, INITIAL(S), AND SURNAME)	2. DATE OF BIRTH	3. JOURNAL OR ACTION NO.	4. DATE
[illegible] [redacted]	31 Oct 1922		11 July 1957

This is to notify you of the following action affecting your employment:

5. NATURE OF ACTION (USE STANDARD TERMINOLOGY)	6. EFFECTIVE DATE	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY
REASSIGNMENT (STAFF AGENT)	16 June 57	50 USCA 403J

FROM		TO
Ops Off (PP) BAF-125	8. POSITION TITLE	Ops Officer (PP) BEP-8127
GS-0136.31-14 $10,535.00 p/a	9. SERVICE, SERIES, GRADE, SALARY	GS-0136.31-14 $10,535.00 p/a
DDP/WH BRANCH III Havana Cuba Station	10. ORGANIZATIONAL DESIGNATIONS	DDP/NEA Project Annex Egypt and Arab States Branch Project PESTATE
Havana, Cuba	11. HEADQUARTERS	Beirut, Lebanon
[XX] FIELD [ ] DEPARTMENTAL	12. FIELD OR DEPT'L	[XX] FIELD [ ] DEPARTMENTAL

13. VETERAN'S PREFERENCE						14. POSITION CLASSIFICATION ACTION				
NONE	WWII	OTHER	5 PT.	10-POINT (WIFE)	10-POINT (OTHER)	NEW	VICE	I. A.	REAL.	SD:DP

15. SEX	16. APPROPRIATION	17. SUBJECT TO C. S. RETIREMENT ACT (YES-NO)	18. DATE OF APPOINT-MENT AFFIDAVITS (ACCESSIONS ONLY)	19. LEGAL RESIDENCE
M	FROM: 6-3546-56-055 TO: 7-3381-91-215	Yes		[ ] CLAIMED [ ] PROVED STATE:

20. REMARKS:

POSTED ON
OP-45
[illegible]

FOR DIRECTOR OF PERSONNEL

ENTRANCE PERFORMANCE RATING:

Louis W. Armstrong

21. SIGNATURE OR OTHER AUTHENTICATION

SECRET

1. [redacted]E COPY

File

14-00000

U. S. GOVERNMENT PRINTING OFFICE

Organizational designation: [illegible]P/WH

Employee's name (and social security account number when appropriate): [redacted]

6. Grade and salary: GS-14 $10,320.00

PAYROLL CHANGE DATA

	BASE PAY	OVERTIME		GROSS PAY	RET.	FEDERAL TAX	BOND	F.I.C.A.	STATE TAX	GROUP LIFE INS.			NET PAY
Previous total													
New total													
Amount of this change													

Remarks:

POSTED ON DF-40 [illegible] 58

11. Appropriation(s)

12. Prepared by: dak 1 Aug 58

13. Audited by

Periodic step-increase ☐ Pay adjustment ☐ Other step-increase

Effective	15. Date last equivalent increase	16. Old salary rate	17. New salary rate	18.
Oct 58	1 Apr 55	$10,320.00	$10,535.00	SERVICE AND CONDUCT ARE SATISFACTORY

(Signature or other authentication)

LWOP data (Fill in appropriate spaces covering LWOP during following periods)

(Check applicable box in case of excess LWOP)

☐ In pay status at end of waiting period.

☐ In LWOP status at end of waiting period.

No excess LWOP. Total excess LWOP ______ Initials of Clerk

STANDARD FORM NO. 1126d—Revised

Prescribed by Comp. Gen., U. S. [Octo]ber 26, 1954, General Regulations No. 102

CONFIDENTIAL

PAYROLL CHANGE SLIP — PERSONNEL COPY

STEP INCREASE CERTIFICATION

CONFIDENTIAL (When Filled In)

U. S. GOVERNMENT PRINTING OFFICE 1955-O-37102

Agency and organizational designations: DDP/WHA

2. Payroll | 3. Block No. | 4. Slip No.

Employee's name (and social security account number when appropriate): [redacted]

6. Grade and salary: GS-14 $10,535.00

PAY ROLL CHANGE DATA

	BASE PAY	OVERTIME		GROSS PAY	RET.	FEDERAL TAX	BOND	F.I.C.A.	STATE TAX	GROUP LIFE INS.			NET PAY
Previous total													
New total													
Amount of this change													

Remarks:

PURSUANT TO DCI DIRECTIVE
EFFECTIVE 12 JAN 1958
SALARY ADJUSTED TO $11,835

POSTED ON

11. Appropriation(s)

12. Prepared by: dak 3 Feb 58

13. Audited by

Periodic step-increase ☐ Pay adjustment ☐ Other step-increase

Effective	15. Date last equivalent increase	16. Old salary rate	17. New salary rate	18.
[illegible] 58	7 Oct 56	$10,535.00	$10,750.00	SERVICE AND CONDUCT ARE SATISFACTORY

(Signature or other authentication)

LWOP data (Fill in appropriate spaces covering LWOP during following periods)

(Check applicable box in case of excess LWOP)

☐ In pay status at end of waiting period.

☐ In LWOP status at end of waiting period.

No excess LWOP. Total excess LWOP ______ Initials of Clerk

STANDARD FORM NO. 1126d—Revised

Prescribed by Comp. Gen., U. S. [Octo]ber 26, 1954, General Regulations No. 102

CONFIDENTIAL

PAY ROLL CHANGE SLIP—PERSONNEL COPY

14-00000

STANDARD FORM 50 (8 PART)
NEW APRIL 1951
PROMULGATED BY
U.S. CIVIL SERVICE COMMISSION
CHAPTER R1 FEDERAL PERSONNEL MANUAL

CENTRAL INTELLIGENCE AGENCY

NOTIFICATION OF PERSONNEL ACTION

1. NAME (MR.-MISS-MRS.-ONE GIVEN NAME, INITIAL(S), AND SURNAME)	2. DATE OF BIRTH	3. JOURNAL OR ACTION NO.	4. DATE
Mr. David A. Phillips	21 Oct 1922		7 Feb 1956

This is to notify you of the following action affecting your employment:

5. NATURE OF ACTION (USE STANDARD TERMINOLOGY)	6. EFFECTIVE DATE	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY
Resignation*	COB 6 Feb 1956	

FROM		TO
Ops Officer BW-229	8. POSITION TITLE	
GS-0136.31-14 $10,320.00 per annum	9. SERVICE, SERIES, GRADE, SALARY	
DDP/PP Operations Staff Information Coordination Division Office of the Chief	10. ORGANIZATIONAL DESIGNATIONS	
Washington, D. C.	11. HEADQUARTERS	
FIELD [ ] DEPARTMENTAL [X]	12. FIELD OR DEPT'L	FIELD [ ] DEPARTMENTAL [ ]

13. VETERAN'S PREFERENCE

NONE	WWII	OTHER	5-PT.	10 POINT DISAB.	10 POINT OTHER
			X		

14. POSITION CLASSIFICATION ACTION

NEW	VICE	I. A.	REAL.	
				SD/DP

15. SEX	16. APPROPRIATION	17. SUBJECT TO C. S. RETIREMENT ACT (YES-NO)	18. DATE OF APPOINTMENT AFFIDAVITS (ACCESSIONS ONLY)	19. LEGAL RESIDENCE
M W	FROM: 6-2105-20 TO:	Yes		[ ] CLAIMED [ ] PROVED STATE: Texas

20. REMARKS.

*To seek other employment.

Statement of accrued annual leave to your credit will be forwarded with your final salary check.

57,--,--,--,-,-

ENTRANCE PERFORMANCE RATING: Director of Personnel

21. SIGNATURE OR OTHER AUTHENTICATION

U. S. GOVERNMENT PRINTING OFFICE: 1950 - 39:809

4. PERSONNEL FOLDER COPY

2/7/56

14-00000

STANDARD FORM 50 (8 PART)
REV. APRIL 1951
PROMULGATED BY:
U. S. CIVIL SERVICE COMMISSION
CHAPTER R-1, FEDERAL PERSONNEL MANUAL

CENTRAL INTELLIGENCE AGENCY

NOTIFICATION OF PERSONNEL ACTION

dah

1. NAME (MR.—MISS—MRS.—ONE GIVEN NAME, INITIAL(S), AND SURNAME)	2. DATE OF BIRTH	3. JOURNAL OR ACTION NO.	4. DATE
Mr. David A. Phillips	31 Oct 1922		4 October 1955

This is to notify you of the following action affecting your employment:

5. NATURE OF ACTION (USE STANDARD TERMINOLOGY)	6. EFFECTIVE DATE	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY
Reassignment (Correction) *	14 Aug 1955	50 USCA 403 J

FROM		TO
Paramilitary Off. BW-156	8. POSITION TITLE	Ops Officer SW-229
GS-0136.11-14 $10,320.00 Per Annum	9. SERVICE, SERIES, GRADE, SALARY	GS-0136.31-14 $10,320.00 Per Annum
Office of the Chief	10. ORGANIZATIONAL DESIGNATIONS	DDP/PP Operations Staff Information Coordination Division Office of the Chief
	11. HEADQUARTERS	Washington, D.C.
FIELD [ ] DEPARTMENTAL [ ]	12. FIELD OR DEPT'L	FIELD [ ] DEPARTMENTAL [XX]

13. VETERAN'S PREFERENCE: NONE	WWII	OTHER	5-PT	10-POINT DISAB.	10-POINT OTHER	14. POSITION CLASSIFICATION ACTION
			XX			SD/OP

15. SEX	16. RACE	17. APPROPRIATION	18. SUBJECT TO C.S. RETIREMENT ACT (YES-NO)	19. DATE OF APPOINTMENT AFFIDAVITS (ACCESSIONS ONLY)	20. LEGAL RESIDENCE [ ] CLAIMED [ ] PROVED STATE:
M	W	FROM: 6-2101-20 TO: 6-2105-20	Yes		

21. REMARKS: This action is subject to all applicable laws, rules, and regulations and may be subject to investigation and approval by the United States Civil Service Commission. The action may be corrected or canceled if not in accordance with all requirements.

* This Action Corrects Item No. 17 on the "to" Side of Notification dated 4 August 1955, to show the correct Allotment Number, Previously shown as 6-2101-20

[signature] 10/4/55

ENTRANCE PERFORMANCE RATING:

SIGNATURE OR OTHER AUTHENTICATION

Director of Personnel

4. PERSONNEL FOLDER COPY

U. S. GOVERNMENT PRINTING OFFICE 1954-O-

STANDARD FORM 50 (8 PART)
REV. APRIL 1951
PROMULGATED BY
U. S. CIVIL SERVICE COMMISSION
CHAPTER R1, FEDERAL PERSONNEL MANUAL

CENTRAL INTELLIGENCE AGENCY

NOTIFICATION OF PERSONNEL ACTION

1. NAME (MR.-MISS-MRS.-ONE GIVEN NAME, INITIAL(S), AND SURNAME)	2. DATE OF BIRTH	3. JOURNAL OR ACTION NO.	4. DATE
MR. DAVID A. PHILLIPS	31 Oct. 1922		4 Aug 1955

This is to notify you of the following action affecting your employment:

5. NATURE OF ACTION (USE STANDARD TERMINOLOGY)	6. EFFECTIVE DATE	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY
Reassignment	14 Aug 1955	50 USCA 403 J

FROM		TO
Paramilitary Off. BW-156	8. POSITION TITLE	Ops Officer BW-229
GS-0136.11-14 $10320.00 per annum	9. SERVICE, SERIES, GRADE, SALARY	GS-0136.31-14 $10,320.00 per annum
DDP/PP Operations Staff Office of the Chief	10. ORGANIZATIONAL DESIGNATIONS	DDP/PP Operations Staff Information Coordination Div. Office of the Chief
	11. HEADQUARTERS	Washington D. C.
☐ FIELD ☒ DEPARTMENTAL	12. FIELD OR DEPT'L	☐ FIELD ☒ DEPARTMENTAL

13. VETERAN'S PREFERENCE	14. POSITION CLASSIFICATION ACTION
NONE / WAIV / OTHER / 5-PT: X / 10-POINT (DISAB / OTHER)	NEW / VICE / I.A. / REAL. — SD 11P

15. SEX	16. RACE	17. APPROPRIATION	18. SUBJECT TO C.S. RETIREMENT ACT (YES-NO)	19. DATE OF APPOINTMENT AFFIDAVITS (ACCESSIONS ONLY)	20. LEGAL RESIDENCE
M	W	FROM: 5-2101-20 TO: 6-2101-20	Yes		☐ CLAIMED ☐ PROVED STATE: Texas

21. REMARKS: This action is subject to all applicable laws, rules, and regulations and may be subject to investigation and approval by the United States Civil Service Commission. The action may be corrected or canceled if not in accordance with all requirements.

10,320

Director of Personnel

ENTRANCE PERFORMANCE RATING

SIGNATURE OR OTHER AUTHENTICATION

4. PERSONNEL FOLDER COPY

nj 8/11/55

14-00000

STANDARD FORM 50 (5 PART)
REV. APRIL 1951
PROMULGATED BY
U.S. CIVIL SERVICE COMMISSION
CHAPTER 81, FEDERAL PERSONNEL MANUAL

CENTRAL INTELLIGENCE AGENCY

NOTIFICATION OF PERSONNEL ACTION

FC 26 April 1955
SR 4033 eop

1. NAME (MR.-MISS-MRS.-ONE GIVEN NAME, INITIAL(S), AND SURNAME)	2. DATE OF BIRTH	3. JOURNAL OR ACTION NO.	4. DATE
Mr. David A. Phillips	31 October 1922		1 April 1955

This is to notify you of the following action affecting your employment:

5. NATURE OF ACTION (USE STANDARD TERMINOLOGY)	6. EFFECTIVE DATE	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY
Excepted Appointment	1 April 1955	50 USCA 403 J

FROM		TO
	8. POSITION TITLE	Paramilitary Off. PM BW-156-14
	9. SERVICE, SERIES, GRADE, SALARY	GS-0136.11-14 $9600.00 P/a
	10. ORGANIZATIONAL DESIGNATIONS	DDP/P&P Operations Staff Office of the Chief
	11. HEADQUARTERS	Washington, D. C.
FIELD [ ] DEPARTMENTAL [ ]	12. FIELD OR DEPT'L	FIELD [ ] DEPARTMENTAL [x]

13. VETERAN'S PREFERENCE: x
14. POSITION CLASSIFICATION ACTION: SD15
15. SEX: M 16. RACE: W
17. APPROPRIATION FROM: 5-2101-20
18. SUBJECT TO C. S. RETIREMENT ACT (YES-NO): Yes
19. DATE OF APPOINTMENT AFFIDAVITS (ACCESSIONS ONLY): 23 April 1955
20. LEGAL RESIDENCE [ ] CLAIMED [ ] PROVEN STATE: Texas

21. REMARKS: This action is subject to all applicable laws, rules, and regulations and may be subject to investigation and approval by the United States Civil Service Commission. The action may be corrected or canceled if not in accordance with all requirements.

Subject to a satisfactory physical examination.

RC 06

DOC 04-01-55
CSECD 04-01-55
LCD 04-01-55

TAO
5/2/55

ENTRANCE PERFORMANCE RATING:

Director of Personnel

22. SIGNATURE OR OTHER AUTHENTICATION

4. PERSONNEL FOLDER COPY

U. S. GOVERNMENT PRINTING OFFICE: 1954—O-313736

SKK 23 Apr 1955

14-00000

SECRET

12 May 1966

MEMORANDUM FOR: Chief, Contract Personnel Division

ATTENTION : Mary Kay Spink

SUBJECT : Verification of Contract Service
PHILLIPS, David A.

In order to establish the salary, LCD and to compute the SCD for both leave and retirement purposes, it is necessary to verify the contract service and salary of David A. PHILLIPS, DOB 31 October 1922, who claims employment with this Agency in a contract status from 27 March 1952 to 1 April 1955 and from 19 August 1958 to 13 March 1960.

Signed

Lowell P. Moore
Deputy Chief, Transactions & Records Branch

Distribution:
0 & 1 - Addressee
1 - OPF - PHILLIPS
1 - TRB - Chrono

SECRET

GROUP 1
Excluded from automatic
downgrading and
declassification

14-00000

4 February 1971

David A. Phillips

30 June 1966

4 March 1954

31 March 1955

WH/Personnel

14-00000

30 June 1966

MEMORANDUM FOR : Chief, TRB

SUBJECT : Record of Contract Service for David A. Phillips

1. Per your request we are forwarding record of Subject's contract service:

Date	Action
4 March 1954	Hired as Contract Employee
31 July 1954	Terminated
1 August 1954	Hired as Contract Employee
31 March 1955	Terminated
19 August 1958	Hired as Contract Agent
13 March 1960	Terminated

2. Subject was employed on a full time basis with leave benefits from 4 March 1954 through 31 March 1955. Accordingly, this entire period is "creditable" for establishing his annual leave category. However, the period from 19 August 1958 through 13 March 1960, as an independent contractor, is not creditable for this purpose. Only the period from 4 March 1954 through 31 December 1954 is "creditable for Civil Service Retirement, since Contract Employee's were mandatorily covered by Social Security as of 1 January 1955. 1951-1953 Contract Agent time is not creditable

3. Attached is OF record of Agency service with salary breakdown.

Rogers C. Brooks
Acting Chief, Contract Personnel Division

Distribution:
Orig - Addressee
2 - CPD

14-00000

Chief, Contract Personnel Division 16 June 1966
ATTN : Mary Kay Spink

Compensation and Tax Division
Office of Finance

Agency Service of David Atlee PHILLIPS

The records of the Office of Finance show the following Agency service for Subject:

Contract Agent:

EOD 1 February 1951 @ $600.00 P/M
Term 28 February 1951 @ $600.00 P/M

EOD 25 January 1952 @ $6000.00 P/A
Term 31 August 1953 @ $6000.00 P/A

EOD 4 March 1954 @ $7200.00 P/A
Pay Inc. 1 August 1954 @ $8360.00 P/A
Term. 31 March 1955 @ $8360.00 P/A

Staff Employee:

Ex. Appt. 1 April 1955 @ $9600.00 P/A
Res. 6 February 1956 @ $10,320.00 P/A

Staff Agent:

Ex. Appt. 7 February 1956 @ $10,320.00 P/A
PSI 7 October 1956 @ $10, 535.00 P/A
Pay Raise 12 January 1958 @ $11,595.00 P/A
PSI 6 April 1958 @ $11,835.00 P/A
Res. 13 August 1958 @ $11,835.00 P/A

Contract Agent:

EOD 19 August 1958 @ $7,200.00 P/A
Term. 13 March 1960 @ $7,200.00 P/A

Staff Employee:

Ex. Appt. 14 March 1960 @ $11,835.00 P/A
Subject has been a Staff Employee since 14 March 1960.

JOSEPH H. HUDSON
Chief

14-00000

CLASSIFICATION

FITNESS REPORT

SECTION A — GENERAL INFORMATION

1. EMPLOYEE NUMBER	2. NAME (Last, first, middle)	3. DATE OF BIRTH	4. SEX	5. GRADE	6. SD
024345	Phillips, David A.	10/31/22	M	GS-18	D

7. OFFICIAL POSITION TITLE	8. OFF/DIV/BR OF ASSIGNMENT	9. CURRENT STATION	10. CODE (ck one)
Chief, WH Division	DDO/WH/O-CH	Headquarters	S NOS. / DP

11. TYPE OF APPOINTMENT: C CAREER | RESERVE | CONTRACT | OTHER (Spec.) | TEMPORARY

12. TYPE OF REPORT: X ANNUAL | REASSIGNMENT | SPECIAL

13. REPORTING PERIOD (from-to-): 1 May 1973 - 31 March 1974

14. DATE REPORT DUE IN O.P.: 30 April 1974

SECTION B — QUALIFICATIONS UPDATE

IF QUALIFICATIONS UPDATE FORM IS BEING SUBMITTED WITH CHANGES, AND IS ATTACHED TO THIS REPORT, PLACE THE WORD "YES" IN THE BOX TO THE RIGHT. IF NO CHANGES ARE REQUIRED, PLACE THE WORD "NO" IN THE BOX AT RIGHT.

SECTION C — PERFORMANCE EVALUATION

- U—Unsatisfactory: Performance is unacceptable. A rating in this category requires immediate and positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section D.
- M—Marginal: Performance is deficient in some aspects. The reasons for assigning this rating should be stated in Section D and remedial actions taken or recommended should be described.
- P—Proficient: Performance is satisfactory. Desired results are being produced in the manner expected.
- S—Strong: Performance is characterized by exceptional proficiency.
- O—Outstanding: Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.

SPECIFIC DUTIES

List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).

Specific Duty	Rating Letter
SPECIFIC DUTY NO. 1: Plans, organizes and implements the programs of the Operations Directorate in the Western Hemisphere area.	S
SPECIFIC DUTY NO. 2: Supervises approximately 255 staff employees in Headquarters and 310 in 26 Stations and Bases abroad.	S
SPECIFIC DUTY NO. 3: Represents the Agency in contacts with senior representatives of liaison services.	O
SPECIFIC DUTY NO. 4: Represents the Directorate and/or the Agency in official contacts with other components of our government.	S
SPECIFIC DUTY NO. 5: Implements the EEO policy of the Agency.	S
SPECIFIC DUTY NO. 6:	

OVERALL PERFORMANCE IN CURRENT POSITION

Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's over-all performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.

RATING LETTER: S

FORM 45

CLASSIFICATION

SECRET

054581

E2, IMPDET CL BY ________

CLASSIFICATION

SECTION D — NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section C to provide best basis for determining future personnel action. Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable. If extra space is needed to complete Section D, attach a separate sheet of paper.

This report covers Mr. Phillips' initial period as a Division Chief. It coincided with a period of unusually high stress and strain in the Western Hemisphere Division, particularly in relationships with the State Department and in the problems left over from our drastic measures designed to protect ourselves against a potential counterintelligence disaster. The most important fact to be recorded about Mr. Phillips' direction of his Division during this period is that he kept operations at the top of his priority list, and that as a result our operational achievements in the area during the past year have been on the whole better than in the year before.

Mr. Phillips is developing into a very competent manager, and has handled well the problems involved in adjusting to decreasing manpower ceilings. He is prudent in the use of official funds. He is a good supervisor and is providing excellent leadership to his subordinates, who have responded with a clear improvement in morale during the period since Mr. Phillips assumed charge.

(continued next page)

SECTION E — CERTIFICATION AND COMMENTS

1. BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
9		
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
22 April 1974	Associate Deputy Director for Operations	David H. Blee

2. BY EMPLOYEE

STATEMENT CONCERNING THIS EVALUATION OF MY PERFORMANCE	DATE	SIGNATURE OF EMPLOYEE
HAVE ATTACHED / HAVE NOT ATTACHED	23 April 1974	[signature]

3. BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

Concur. An excellent operational leader who is learning rapidly the nuances of a Division Chief's job in Washington. He is an inspirational leader whose management techniques and abilities are still developing. All in all a first rate performance.

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
11 June 1974	Deputy Director for Operations	William E. Nelson

4. BY EMPLOYEE

I CERTIFY THAT I HAVE SEEN THE ENTRIES IN ALL SECTIONS OF THIS REPORT	DATE	SIGNATURE OF EMPLOYEE
	[illegible]	[signature]

CLASSIFICATION

Fitness Report - David A. Phillips

Section D., Continued:

The most dramatic challenge to the capabilities of the WH Division in the past year flowed from the overthrow of the Allende government in Chile. Overall, the intelligence reporting was timely and accurate, the adjustments to our political action programs skillfully made, and the responses to Congressional inquiry well handled.

It is as a senior operations officer that Mr. Phillips has had the greatest experience, and it is not surprising that he has made an excellent input into the improvement of operational matters throughout the many areas of this hemisphere for which he is responsible. He has also consistently handled the many and important senior liaison contacts which he has made during this year, both at Headquarters and during field visits, with great effectiveness.

CLASSIFICATION

FITNESS REPORT

SECTION A — GENERAL INFORMATION

1. EMPLOYEE NUMBER	2. NAME (Last, first, middle)	3. DATE OF BIRTH	4. SEX	5. GRADE	6. SD
024345	Phillips, David A.	10/31/22	M	GS-18	D

7. OFFICIAL POSITION TITLE	8. OFF/DIV/BR OF ASSIGNMENT	9. CURRENT STATION	10. CODE (ck one) HQS.	OF.
Chief, WH Division	DDO/WH/O-CH	Headquarters	S	

11. TYPE OF APPOINTMENT

CAREER	RESERVE	CONTRACT	OTHER (Spec.)	TEMPORARY
C				

12. TYPE OF REPORT

ANNUAL	REASSIGNMENT	SPECIAL
X		

13. REPORTING PERIOD (from-to-)	14. DATE REPORT DUE IN O.P.
1 May 1973 - 31 March 1974	30 April 1974

SECTION B — QUALIFICATIONS UPDATE

IF QUALIFICATIONS UPDATE FORM IS BEING SUBMITTED WITH CHANGES, AND IS ATTACHED TO THIS REPORT, PLACE THE WORD "YES" IN THE BOX TO THE RIGHT. IF NO CHANGES ARE REQUIRED, PLACE THE WORD "NO" IN THE BOX AT RIGHT.

SECTION C — PERFORMANCE EVALUATION

U—Unsatisfactory — Performance is unacceptable. A rating in this category requires immediate and positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section D.

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S—Strong — Performance is characterized by exceptional proficiency.

O—Outstanding — Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.

SPECIFIC DUTIES

List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).

Specific Duty	Rating Letter
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SPECIFIC DUTY NO. 2: Supervises approximately 255 staff employees in Headquarters and 310 in 26 Stations and Bases abroad.	S
SPECIFIC DUTY NO. 3: Represents the Agency in contacts with senior representatives of liaison services.	O
SPECIFIC DUTY NO. 4: Represents the Directorate and/or the Agency in official contacts with other components of our government.	S
SPECIFIC DUTY NO. 5: Implements the EEO policy of the Agency.	S
SPECIFIC DUTY NO. 6:	

OVERALL PERFORMANCE IN CURRENT POSITION

Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.

RATING LETTER: S

11 JUL 1974

FORM 45 OBSOLETE PREVIOUS EDITIONS

CLASSIFICATION

054581

E2, IMPDET CL BY [signature]

CLASSIFICATION

SECTION D — **NARRATIVE COMMENTS**

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section C to provide best basis for determining future personnel action. Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable. If extra space is needed to complete Section D, attach a separate sheet of paper.

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(continued next page)

SECTION E — **CERTIFICATION AND COMMENTS**

1. BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
9		
DATE	**OFFICIAL TITLE OF SUPERVISOR**	**TYPED OR PRINTED NAME AND SIGNATURE**
22 April 1974	Associate Deputy Director for Operations	David H. Blee

2. BY EMPLOYEE

STATEMENT CONCERNING THIS EVALUATION OF MY PERFORMANCE	DATE	SIGNATURE OF EMPLOYEE
HAVE ATTACHED / HAVE NOT ATTACHED	23 APRIL 1974	[signature]

3. BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

Concur. An excellent operational leader who is learning rapidly the nuances of a Division Chief's job in Washington. He is an inspirational leader whose management techniques and abilities are still developing. All in all a first rate performance.

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
11 June 1974	Deputy Director for Operations	William E. Nelson

4. BY EMPLOYEE

I CERTIFY THAT I HAVE SEEN THE ENTRIES IN ALL SECTIONS OF THIS REPORT	DATE	SIGNATURE OF EMPLOYEE
	[illegible] 1, 1974	[signature]

CLASSIFICATION

Fitness Report - David A. Phillips

Section D., Continued:

The most dramatic challenge to the capabilities of the WH Division in the past year flowed from the overthrow of the Allende government in Chile. Overall, the intelligence reporting was timely and accurate, the adjustments to our political action programs skillfully made, and the responses to Congressional inquiry well handled.

It is as a senior operations officer that Mr. Phillips has had the greatest experience, and it is not surprising that he has made an excellent input into the improvement of operational matters throughout the many areas of this hemisphere for which he is responsible. He has also consistently handled the many and important senior liaison contacts which he has made during this year, both at Headquarters and during field visits, with great effectiveness.

14-00000

CLASSIFICATION

FITNESS REPORT

SECTION A — GENERAL INFORMATION

1. EMPLOYEE NUMBER	2. NAME (Last, first, middle)	3. DATE OF BIRTH	4. SEX	5. GRADE	6. SD
024345	Phillips, David A.	31 Oct 22	M	GS-17	D

7. OFFICIAL POSITION TITLE	8. OFF/DIV/BR OF ASSIGNMENT	9. CURRENT STATION	10. HQ CD
Chief of Station	DDP/WH/3-Caracas	Venezuela	3

11. TYPE OF APPOINTMENT				12. TYPE OF REPORT			
X CAREER	RESERVE	CONTRACT	OTHER (Spec.)	TEMPORARY	X ANNUAL	REASSIGNMENT	SPECIAL

13. REPORTING PERIOD (from-to-)	14. DATE REPORT DUE IN O.P.
1 February 1972 - 31 March 1973	31 May 1973

SECTION B — QUALIFICATIONS UPDATE

IF QUALIFICATIONS UPDATE FORM IS BEING SUBMITTED WITH CHANGES, AND IS ATTACHED TO THIS REPORT, PLACE THE WORD "YES" IN THE BOX TO THE RIGHT. IF NO CHANGES ARE REQUIRED, PLACE THE WORD "NO" IN THE BOX AT RIGHT.

SECTION C — PERFORMANCE EVALUATION

- U—Unsatisfactory: Performance is unacceptable. A rating in this category requires immediate and positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section D.
- M—Marginal: Performance is deficient in some aspects. The reasons for assigning this rating should be stated in Section D and remedial actions taken or recommended should be described.
- P—Proficient: Performance is satisfactory. Desired results are being produced in the manner expected.
- S—Strong: Performance is characterized by exceptional proficiency.
- O—Outstanding: Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.

SPECIFIC DUTIES

List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).

	RATING LETTER
SPECIFIC DUTY NO. 1	
SPECIFIC DUTY NO. 2	
SPECIFIC DUTY NO. 3	
SPECIFIC DUTY NO. 4	
SPECIFIC DUTY NO. 5	
SPECIFIC DUTY NO. 6	

OVERALL PERFORMANCE IN CURRENT POSITION

Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.

RATING LETTER

Form 8-72 45 OBSOLETE PREVIOUS EDITIONS

CLASSIFICATION
SECRET

E2, IMPDET CL BY 061991

22 JAN 1974 [illegible]

14-00000

SECRET
CLASSIFICATION

SECTION D	NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section C to provide best basis for determining future personnel action. Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable. If extra space is needed to complete Section D, attach a separate sheet of paper.

JAN 11 10 49 AM '74

SEE ATTACHED

SECTION E	CERTIFICATION AND COMMENTS

1. BY EMPLOYEE

I CERTIFY THAT I HAVE SEEN SECTIONS A, B, C AND D OF THIS REPORT

DATE	SIGNATURE OF EMPLOYEE
	[signature]

2. BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
DATE	**OFFICIAL TITLE OF SUPERVISOR**	**TYPED OR PRINTED NAME AND SIGNATURE**
7 January 1974	C/WH [illegible]	Theodore G. Shackley

3. BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

Mr. Phillips is a highly experienced senior operations officer with outstanding leadership ability. In both the Chief of Station positions covered by this report his performance was superior in every important respect.

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
8 Jan 1974	ADD/O	David H. Blee

CLASSIFICATION
SECRET

SECTION D · NARRATIVE COMMENTS

1. In the period covered by this report Mr. Phillips was the Chief of Station Brazilia during the time frame February to August 1972. After that Mr. Phillips became the Chief of Station, Caracas and served in Venezuela during the period August 1972 to April 1973. At both of these posts Mr. Phillips was responsible for managing an average of 44 Agency employees. Additionally, Mr. Phillips supervised in this period an average FY budget of 1.8 million which was spent on FI, CA, CI, anti-narcotics and protected economic intelligence operations. American policy interests in Brazil and Venezuela are high in terms of the United States scale of values for Latin America. This means that Mr. Phillips was assigned to two prestige posts during a fifteen month time span.

2. As a manager Mr. Phillips is operations oriented. In view of this he places his time, attention and command emphasis on programs that are designed to acquire intelligence and agents. This approach has consistently produced results in terms of FI and CA operations which are targeted against the host country.

3. Mr. Phillips was also active at both posts as an operations manager who focused Station resources on the Soviet target, protected economic intelligence and the anti-narcotics effort. Unfortunately, as these programs moved into gear Mr. Phillips was also in motion between Stations, or had just been in place at his second Station for less than a year. As a result one can only say that Mr. Phillips made all the right moves in his managerial duties against these priority targets. The brevity of his program implementation at each of the two posts did not provide a solid basis, however, for measuring tangible success. In short Mr. Phillips deserves high marks for initiative, drive and imagination on programs that were receiving increased attention at Headquarters.

4. The myriad problems that are faced when a Station moves its location from one city to another were still challenging Mr. Phillips when he left Brasilia. In overview terms, however, the move from Rio de Janerio to Brasilia was well done. This does not mean that Mr. Phillips' successor at Brasilia did not have some gaps to fill or adjustments to make in the administrative field. The scope of these actions, however, was in the realm of the reasonable and attests to the fact that while his basic interests are in

operations, administration per se is not a totally alien field to Mr. Phillips.

5. In representational terms Mr. Phillips did a sound job in winning and maintaining the respect of the American Ambassadors in Brazil and Venezuela. This is due in large measure to Mr. Phillips' native charm, area knowledge, and language skills in Spanish and Portuguese. In addition, Mr. Phillips is people oriented, and this makes it possible for him to sell himself and CIA to senior American officials at the Ambassador level.

6. In personal terms Mr. Phillips is a hard-working, dedicated officer who is a good team player. This officer has the intent, capability and desire to fulfill the needs of the Organization. He is particularly well versed in CA skills and is politically oriented. As a result he likes the challenge of election operations and is well qualified in this area.

7. Mr. Phillips' total performance during the period covered by this report merits an evaluation of Strong.

8. In terms of future assignments Mr. Phillips is likely to be at his professional best in field activities. This officer is highly specialized in Latin American affairs, but he is perfectly capable of being a Station Chief at most Agency posts in Europe or Asia.

9. Mr. Phillips' activities come to the attention of the Rating Officer on a daily basis.

SECRET
(When Filled In)

FITNESS REPORT

EMPLOYEE SERIAL NUMBER: 024345

SECTION A — GENERAL

1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SEX	4. GRADE	5. SD
Phillips, David A.	31 Oct 1922	M	GS-17	D

6. OFFICIAL POSITION TITLE	7. OFF/DIV/BR OF ASSIGNMENT	8. CURRENT STATION
Chief of Station	DDP/WH/5	Brasilia

9. CHECK (X) TYPE OF APPOINTMENT

X	CAREER		RESERVE		TEMPORARY
	CAREER-PROVISIONAL (See instructions - Section C)				
	SPECIAL (Specify):				

10. CHECK (X) TYPE OF REPORT

	INITIAL	X	REASSIGNMENT SUPERVISOR
X	ANNUAL		REASSIGNMENT EMPLOYEE
	SPECIAL (Specify):		

11. DATE REPORT DUE IN O.P.	12. REPORTING PERIOD (From- to-)
	1 July 1971 - 31 January 1972

SECTION B — PERFORMANCE EVALUATION

U-Unsatisfactory	Performance is unacceptable. A rating in this category requires immediate and positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.
M-Marginal	Performance is deficient in some aspects. The reasons for assigning this rating should be stated in Section C and remedial actions taken or recommended should be described.
P-Proficient	Performance is satisfactory. Desired results are being produced in the manner expected.
S-Strong	Performance is characterized by exceptional proficiency.
O-Outstanding	Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.

SPECIFIC DUTIES

List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).

	RATING LETTER
SPECIFIC DUTY NO. 1	
SPECIFIC DUTY NO. 2	
SPECIFIC DUTY NO. 3	
SPECIFIC DUTY NO. 4	
SPECIFIC DUTY NO. 5	
SPECIFIC DUTY NO. 6	

20 JAN 1972

OVERALL PERFORMANCE IN CURRENT POSITION

	RATING LETTER
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.	S

FORM 7-68 45 OBSOLETE PREVIOUS EDITIONS

SECRET

GROUP 1 Excluded from automatic downgrading and declassification

14-00000

SECRET
(When Filled In)

SECTION C	NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide best basis for determining future personnel action. Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable. If extra space is needed to complete Section C, attach a separate sheet of paper.

Please see attached MEMORANDUM IN LIEU OF FITNESS REPORT.

SECTION D	CERTIFICATION AND COMMENTS
1.	BY EMPLOYEE
	I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT
DATE 27 January 1972	SIGNATURE OF EMPLOYEE /s/ David A. Phillips
2.	BY SUPERVISOR
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION

DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
10 January 1972	Chief, WH Division	William V. Broe

3. BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

Please see attached.

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
	ADDP	Cord Meyer, Jr.

SECRET

14-00000

Mr. Phillips continues to show excellent growth potential and his breath of capabilities qualifies him for advancement to senior echelons.

I rate Mr. Phillips as very Strong as Chief of Station, Brasilia.

William V. Broe
William V. Broe
Chief
Western Hemisphere Division

I certify that I have seen this memorandum:

/s/ David A. Phillips
David A. Phillips

This fitness report is being sent to David A. Phillips in Brasilia for his signature and to be returned to Headquarters for file.

27 January 1972
Date

Comments of Reviewing Official:

I completely agree with this high rating and should add that subject has handled a continuing Congressional interest in Brazil with a rare combination of diplomatic tact and sound judgment.

Cord Meyer Jr.
Cord Meyer, Jr.
Assistant Deputy Director for Plans

15 Jan '72
Date

10 January 1972

MEMORANDUM IN LIEU OF FITNESS REPORT

SUBJECT: David A. Phillips
1 July - 31 December 1971

This memorandum is in lieu of a fitness report to cover Mr. Phillips' performance during the period 1 July to 31 December 1971. This rating is being prepared in view of the rater's imminent departure from the Division.

Last month Mr. Phillips was promoted from GS-16 to GS-17. There is no better evidence of the high esteem in which he is held by his superiors in the Agency.

During this rating period Mr. Phillips transferred the station from Rio de Janeiro to Brasilia. This move, however, divorces the Chief of Station from the main area of operations, Rio de Janeiro. In spite of this Mr. Phillips, through much extra effort and time on his part, has been able to maintain a high operational tempo in the station.

Station relations with key people in the Brazilian government, especially the security agencies, have been highly productive but through recent efforts, these relations have been placed on a much higher plane with the decision of General Fontoura, chief of the SNI, to give the station copies of the briefings especially prepared for President Medici.

SECRET
(When Filled In)

FITNESS REPORT

EMPLOYEE SERIAL NUMBER: 024345

SECTION A — GENERAL

1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SEX	4. GRADE	5. SD
Phillips, David A.	31 Oct 1922	M	GS-16	D

6. OFFICIAL POSITION TITLE	7. OFF/DIV/BR OF ASSIGNMENT	8. CURRENT STATION
Chief of Station	DDP/WH/5	Rio de Janeiro

9. CHECK (X) TYPE OF APPOINTMENT

XXX	CAREER		RESERVE		TEMPORARY
	CAREER-PROVISIONAL (See instructions - Section C)				
	SPECIAL (Specify):				

10. CHECK (X) TYPE OF REPORT

	INITIAL		REASSIGNMENT SUPERVISOR
XXX	ANNUAL		REASSIGNMENT EMPLOYEE
	SPECIAL (Specify):		

11. DATE REPORT DUE IN O.P.	12. REPORTING PERIOD (From- to-)
30 April 1971	1 April 1970 - 30 June 1971

SECTION B — PERFORMANCE EVALUATION

W - Weak: Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.

A - Adequate: Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.

P - Proficient: Performance is more than satisfactory. Desired results are being produced in a proficient manner.

S - Strong: Performance is characterized by exceptional proficiency.

O - Outstanding: Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.

SPECIFIC DUTIES

List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).

SPECIFIC DUTY	RATING LETTER
SPECIFIC DUTY NO. 1: See attached memorandum.	
SPECIFIC DUTY NO. 2	
SPECIFIC DUTY NO. 3	
SPECIFIC DUTY NO. 4	
SPECIFIC DUTY NO. 5	
SPECIFIC DUTY NO. 6	

OVERALL PERFORMANCE IN CURRENT POSITION

	RATING LETTER
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.	S

FORM 4-65 45 USE PREVIOUS EDITIONS

SECRET

GROUP 1 Excluded from automatic downgrading and declassification

14-00000

SECRET
(When Filled In)

SECTION C	NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide best basis for determining future personnel action. Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable. If extra space is needed to complete Section C, attach a separate sheet of paper.

AUG 5 AUG 5 11 05 AM '71

See attached memorandum.

SECTION D	CERTIFICATION AND COMMENTS	
1.	BY EMPLOYEE	
	I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT	
DATE: 11 August 1971	SIGNATURE OF EMPLOYEE: /s/ David A. Phillips	
2.	BY SUPERVISOR	
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION: ~~Copy of report has been sent to Mr. Phillips for acknowledgment.~~	
DATE: 30 June 1971	OFFICIAL TITLE OF SUPERVISOR: Chief, WH Division	TYPED OR PRINTED NAME AND SIGNATURE: /signed/ William V. Broe
3.	BY REVIEWING OFFICIAL	
COMMENTS OF REVIEWING OFFICIAL: See attached.		
DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL: Assistant Deputy Director for Plans	TYPED OR PRINTED NAME AND SIGNATURE: /signed/ Cord Meyer, Jr.

SECRET

SECRET

30 June 1971

MEMORANDUM IN LIEU OF FITNESS REPORT

SUBJECT: Mr. David A. Phillips
1 April 1970 - 30 June 1971

This memorandum is in lieu of the fitness report on Mr. Phillips as Chief of Station, Rio de Janeiro, during the period 1 April 1970 to 30 June 1971.

Mr. Phillips is a highly capable, versatile and imaginative Operations Officer and manager who makes a substantial contribution to the Clandestine Service.

The above statement is borne out by the fact that faced with a highly difficult, sensitive operational problem of the utmost priority in the fall of 1970, the Rater immediately thought of Mr. Phillips as the man to head the Task Force and received immediate and enthusiastic endorsement from the Deputy Director for Plans and the Director for Mr. Phillips' assignment. He was recalled from Brazil, took over the Task Force, and handled it in an outstanding manner.

My first statement is further borne out by the fact that Ambassador Rountree, on a recent visit to Washington, made a special effort to express to the Rater his appreciation for Mr. Phillips' support to him and the Embassy and to express further his appreciation to the Agency for furnishing him a man of Mr. Phillips' caliber.

14-00000

SECRET

Mr. Phillips has a large, widely spread operation with Bases in Brasilia, Recife and Sao Paulo. However, he has succeeded in keeping them well coordinated and dead on the target.

I rate Mr. Phillips as Strong as Chief of Station, Rio de Janeiro.

William V. Broe
Chief
Western Hemisphere Division

I certify that I have seen this memorandum:

David A. Phillips

Date

Comments of Reviewing Official: I would have rated this performance as "very strong". Excellent political judgment and the ability to handle the most delicate situations with tact and dexterity characterize this performance.

Cord Meyer, Jr.
Assistant Deputy Director for Plans

22 July 71
Date

SECRET

S-E-C-R-E-T

TRAINING REPORT

Course # 3/71

Specialized Training in Weapons for Self-Defense and Countermeasures Against Vehicular Kidnapping

Date: 2-5 February 1971

Trainee: PHILLIPS, David A. **Office:** WH

Purpose and Scope of the Course:

The course provides basic proficiency training in the use of weapons for self-defense and in the techniques of evasive driving to counter vehicular kidnapping for Agency officers being assigned to hostile or unstable political and operational environments abroad.

Achievement Record:

This is to certify that Mr. Phillips has satisfactorily completed the prescribed course of instruction.

FOR THE DIRECTOR OF TRAINING:

CHIEF, SPECIAL ACTIVITIES BRANCH

10 February 1971
DATE

S-E-C-R-E-T

SECRET
(When Filled In)

FITNESS REPORT

EMPLOYEE SERIAL NUMBER: 024345

SECTION A — GENERAL

1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SEX	4. GRADE	5. SD
Phillips, David A	10/31/22	M	16	D

6. OFFICIAL POSITION TITLE	7. OFF/DIV/BR OF ASSIGNMENT	8. CURRENT STATION
COS	DDP/WH/Br.5	Rio de Janeiro

9. CHECK (X) TYPE OF APPOINTMENT				10. CHECK (X) TYPE OF REPORT			
X	CAREER	RESERVE	TEMPORARY		INITIAL		REASSIGNMENT SUPERVISOR
	CAREER-PROVISIONAL (See instructions - Section C)			X	ANNUAL	X	REASSIGNMENT EMPLOYEE
	SPECIAL (Specify):				SPECIAL (Specify):		

11. DATE REPORT DUE IN O.P.	12. REPORTING PERIOD (From- to-)
	1 April 1969 - 31 March 70

SECTION B — PERFORMANCE EVALUATION

U—Unsatisfactory	Performance is unacceptable. A rating in this category requires immediate and positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.
M—Marginal	Performance is deficient in some aspects. The reasons for assigning this rating should be stated in Section C and remedial actions taken or recommended should be described.
P—Proficient	Performance is satisfactory. Desired results are being produced in the manner expected.
S—Strong	Performance is characterized by exceptional proficiency.
O—Outstanding	Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.

SPECIFIC DUTIES

List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).

SPECIFIC DUTY	RATING LETTER
SPECIFIC DUTY NO. 1 See attached memorandum.	S
SPECIFIC DUTY NO. 2	
SPECIFIC DUTY NO. 3	
SPECIFIC DUTY NO. 4	
SPECIFIC DUTY NO. 5	
SPECIFIC DUTY NO. 6 5 AUG 1970	

OVERALL PERFORMANCE IN CURRENT POSITION

	RATING LETTER
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.	S

FORM 7-69 45 OBSOLETE PREVIOUS EDITIONS

SECRET

14-00000

SECRET

(When Filled In)

SECTION C **NARRATIVE COMMENTS**

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide best basis for determining future personnel action. Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable. If extra space is needed to complete Section C, attach a separate sheet of paper.

AUG 4 3 48 PM '70

See Attached Memorandum in Lieu of Fitness Report.

SECTION D **CERTIFICATION AND COMMENTS**

1. BY EMPLOYEE

I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT

DATE	SIGNATURE OF EMPLOYEE

2. BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION

DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
15 July 1970	Chief, WH Division	/signed/ William V. Broe

3. BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

Concur

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
21 JUL 1970	Assistant Deputy Director for Plans	Cord Meyer, Jr.

SECRET

SECRET

15 July 1970

MEMORANDUM IN LIEU OF FITNESS REPORT

SUBJECT: Mr. David A. Phillips
1 April 1969 - 31 March 1970

This memorandum is in lieu of the fitness report on Mr. David A. Phillips as Chief of Station, Rio de Janeiro, during the period 1 April 1969 to 31 March 1970.

During this period Mr. Phillips took over command of the Rio Station. It is typical of Mr. Phillips that he made excellent preparation for this assignment, including a full-time course in the Portuguese language.

Mr. Phillips has brought to his new position the operational zeal and enthusiasm that has characterized all of his previous positions. Brazil, by the very nature of its size but, more importantly, the type of "strait jacket" government in power, is a difficult place to operate on a broad plain. Mr. Phillips has the station moving and real effort and progress is seen on the more difficult targets, such as the Soviets.

He has excellent relations within the embassy and is recognized for his contribution to the Country Team. He, of course, handles his liaison contacts with mature style and is very actively developing a number of contacts in the local community.

SECRET

Mr. Phillips is a good supervisor of men and the present high morale of the Rio de Janeiro Station and its Bases is a living proof of this. He furnishes good operational planning and guidance and exhibits a high degree of cost consciousness.

I rate Mr. Phillips as Strong as Chief of Station, Rio de Janeiro.

William V. Broe
William V. Broe
Chief
Western Hemisphere Division

I certify that I have seen this memorandum:

David A. Phillips — 26 Sept 1970
David A. Phillips — Date

Date of Report
15 January 1970

LANGUAGE TRAINING REPORT

Proficiency Level Before and After Training	Before	After
Speaking	--	3 *
Aural Comp.	--	3 *
Read Comp.	--	3 *

* Instructors Estimate vice Official Test

Student Name:	Office:
PHILLIPS, DAVID A.	WH

Course:	Inclusive Dates
PORTUGUESE FULL-TIME	11/03/69-12/18/69

Hours of Instruction
Scheduled 244 Actual 108
Absences 28

LANGUAGE TRAINING AIMS AND EVALUATION CRITERIA

The general aim of this course of study was to provide the student with a command of a foreign language in a skill and at the level set by the sponsoring office. Speaking, aural comprehension and reading comprehension, as required, were emphasized. Fluency and accuracy were given equal importance in training and in evaluation of the student. Cultural matters were covered only incidentally.

This student evaluation is based on (1) Instructor and Linguist observations; (2) regularly administered oral and written achievement tests; (3) a final comprehensive achievement examination. The achievement rating reflects only performance and achievement in the course and is conditioned by the length of time the student spent in training, achievement potential based upon his or her aptitude for language study and upon motivation. This rating should not be confused with the Proficiency Rating which is submitted separately on Form 1273, Certification of Language Proficiency.

PROGRESS IN ACHIEVING COURSE AIMS

(Overall progress in the course is shown as unsatisfactory, marginal, satisfactory, above average, superior when compared against established standards for such training).

Speaking	Aural Comprehension	Reading Comprehension
SUPERIOR	SUPERIOR	N.A.

PERFORMANCE EVALUATION

In six weeks the student covered the entire DLI course of 75 lessons which usually takes 4 to 6 months to complete. His study habits and approach to language learning were excellent and he made maximum use of the time available.

The joint decision by instructor and student to rush through 75 lessons was based on:

(1) the student's determination to make as much of a conversion from Spanish to Portuguese as possible and

(2) on the instructor's faith and confidence in the student's ability to do so.

In cases where the principal objective is to convert a student's command of Spanish to an equivalent level in Portuguese, the point is often reached where the student is able to understand and make himself understood most adequately without,

See reverse side for additional comment

[signature]
Instructor

For the Director of Training:

[signature]
Department Chief
Language School/OTR

however, his having achieved a corresponding tested level because of the remaining influence of Spanish.

In the case of this student, I judge his command of the language to be already adequate for all situations he may encounter in the field. So that while he may not test quite elementary, in reality, and as far as ability to communicate effectively is concerned, he would have to be rated intermediate.

S E C R E T

TECHNICAL SERVICES DIVISION -- TECHNICAL SCHOOL

SHORT RANGE AGENT CONTACT SURVEY (A-106)

Training Report

Name : PHILLIPS, David A.

Office: WH/COG

Date : 6 June 1969

I. OBJECTIVES:

To provide a general knowledge in:

a. Selected gear used for clandestine short range agent contacts. Included are representative samples of:

One way RF radio devices; two way RF radio devices; two way carrier current devices; optical communicators; and special telephone devices used for establishing agent contact.

b. The philosophy, purpose, considerations and manageability of short range agent contact systems; including message security, link security, reliability and feasibility of agent contact systems.

[signature]

INSTRUCTOR
TSD/TECHNICAL SCHOOL

S E C R E T

SECRET
(When Filled In)

FITNESS REPORT

EMPLOYEE SERIAL NUMBER: 024345

SECTION A — GENERAL

1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SEX	4. GRADE	5. SD
Phillips, David A.	10/31/22	M	GS-16	D

6. OFFICIAL POSITION TITLE	7. OFF/DIV/BR OF ASSIGNMENT	8. CURRENT STATION
Ops Officer	DDP/WH/COG	Hqs.

9. CHECK (X) TYPE OF APPOINTMENT		10. CHECK (X) TYPE OF REPORT	
X CAREER / RESERVE / TEMPORARY		INITIAL	REASSIGNMENT SUPERVISOR
CAREER-PROVISIONAL (See instructions - Section C)		X ANNUAL	REASSIGNMENT EMPLOYEE
SPECIAL (Specify):		SPECIAL (Specify):	

11. DATE REPORT DUE IN O.P.	12. REPORTING PERIOD (From- to-)
04/69	1 April 68 - 31 March 69

SECTION B — PERFORMANCE EVALUATION

W - Weak: Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.

A - Adequate: Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.

P - Proficient: Performance is more than satisfactory. Desired results are being produced in a proficient manner.

S - Strong: Performance is characterized by exceptional proficiency.

O - Outstanding: Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.

SPECIFIC DUTIES

List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).

SPECIFIC DUTY	RATING LETTER
SPECIFIC DUTY NO. 1	
SPECIFIC DUTY NO. 2	
SPECIFIC DUTY NO. 3	
SPECIFIC DUTY NO. 4	
SPECIFIC DUTY NO. 5	
SPECIFIC DUTY NO. 6	

7 JUL 1969

OVERALL PERFORMANCE IN CURRENT POSITION

	RATING LETTER
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.	S

14-00000

SECRET
(When Filled In)

SECTION C	NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide best basis for determining future personnel action. Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable. If extra space is needed to complete Section C, attach a separate sheet of paper.

See attached Memorandum in Lieu of Fitness Report.

JUL 2 11 17 AM '69

SECTION D	CERTIFICATION AND COMMENTS	
1.	BY EMPLOYEE	
I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT		
DATE: 9 June 1969	SIGNATURE OF EMPLOYEE: /signed/ David A. Phillips	
2.	BY SUPERVISOR	
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
DATE: 6 June 1969	OFFICIAL TITLE OF SUPERVISOR: Deputy Chief, WH Division	TYPED OR PRINTED NAME AND SIGNATURE: /signed/ John R. Horton
3.	BY REVIEWING OFFICIAL	
COMMENTS OF REVIEWING OFFICIAL: See attached.		
DATE: 27 June 1969	OFFICIAL TITLE OF REVIEWING OFFICIAL: Chief, WH Division	TYPED OR PRINTED NAME AND SIGNATURE: /signed/ William V. Broe

SECRET

SECRET

6 June 1969

MEMORANDUM IN LIEU OF FITNESS REPORT

SUBJECT: Mr. David A. Phillips
1 April 1968 to 31 March 1969

Mr. Phillips continues to head the Division's program against the high-priority Cuban target, although he has also been selected to fill an unusually responsible job overseas in the coming year, both of which jobs testify to the high regard in which he is held by his superiors in the Agency. Mr. Phillips has had the difficult task of presiding over a show which is being cut back, in terms of money and people, and in which task he has played a major role. At the same time as doing a pruning job, he has had to try to maintain a vigorous program and to keep up enthusiasm. His own qualities of personal leadership and of magnetism have done a great deal to keep up enthusiasm among his people. He has a positive attitude toward operations and is determined; his day-to-day concern is for developing new operations, and he has put all of his own notable vigor and drive into operational directions.

Mr. Phillips knows his target and knows Latin America well and he brings a good feel and insight into his work, which is never pedestrian or unimaginative. He speaks well and convincingly and makes a very good impression both within the Agency and outside, where he serves the Agency well in his relations with other government elements. He also writes notably well.

His task this year has not been easy for he has had to deal with an experimental situation, to a considerable extent, with the new Miami station which he is responsible for supporting and guiding. He has had to exercise a good deal of tact and diplomacy in the doing of it and he has done a good job of reconciling often conflicting views. He has shown a good head for costs in all of this.

SECRET

Mr. Phillips is a notably good supervisor, especially with younger officers, for whom he is an object of admiration and emulation. Mr. Phillips is a fast-moving, energetic person and he has some of the faults that often go with this virtue: he is impatient with details and "paper" with the consequence that if someone else does not do it for him, his work is sometimes marred by inaccuracies and imprecisions.

Without going into it, it should be noted that Mr. Phillips has had a very trying year personally and it is a proof of his strength of character that he has not only come through it but has hardly broken his stride in carrying out a demanding job, or being any less than his usual cheerful and charming self.

His performance has been very Strong.

John R. Horton
Deputy Chief
Western Hemisphere Division

I certify that I have seen this memorandum:

David A. Phillips — 1 June 1969 (Date)

Comments of Reviewing Official:

I concur in the above rating of Mr. Phillips. Dave Phillips is an operator in the solid professional sense of the word. I have great hopes for the Rio Station which he takes over early in 1970.

William V. Broe
Chief
Western Hemisphere Division

27 June 1969
Date

14-00000

S E C R E T
LIMITED OFFICIAL USE (When Completed)

CHIEF OF MISSION'S EVALUATION OF PERFORMANCE

(Mission submits original and one copy directly to appropriate agency, retains one copy.)

I.

OFFICER BEING RATED: DAVID A. CHIEF, CAS	POST: American Embassy, Caracas
POSITION: CHIEF, CAS	GRADE: / AGENCY: CAS
RATING PERIOD: August 13, 1972 - October 31, 1972	DATE OF REPORT: December 8, 1972
SIGNATURE OF REPORTING OFFICER: Robert McClintock	TITLE: AMBASSADOR
SIGNATURE OF REVIEWING OFFICER	TITLE

II. EVALUATION OF PERFORMANCE

[XX] Outstanding [ ] Satisfactory [ ] Unsatisfactory

Does this officer properly understand and perform his role and his functions as a member of your staff under existing Presidential directives? [XX] Yes [ ] No (If no, explain in detail below.)

Has he seen this report? [XX] Yes [ ] No

III. NARRATIVE COMMENTS

(Attach additional sheets, if necessary for this section or for reviewing officer's comments.)

The CAS Station Chief has been at the post only since August 13, 1972. Although this period may seem unusually short for the preparation of a performance evaluation, I would like to say that I have been enormously and favorably impressed by his performance during this initial period.

The CAS Station Chief comes to Venezuela from a series of highly responsible positions in which, I understand, he performed outstandingly. He has taken hold of his new position in a commanding manner and gives every indication of being thoroughly on top of his job. He is understanding of the Embassy's needs, professionally competent in his approach to his work, and highly articulate in explaining those facts and factors which are of importance to me and to other officers of the Embassy.

I am very favorably impressed by the initial performance of the CAS Station Chief and I consider myself fortunate to have him with me at this post.

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S E C R E T

ROGER CHANNEL XXXXXXXXXXXXXXX (When Completed) SECRET

CHIEF OF MISSION'S EVALUATION OF PERFORMANCE

(Mission submits original and one copy directly to appropriate agency, retains one copy.)

I.

OFFICER BEING RATED Chief CAS	POST American Embassy - BRASILIA	
POSITION Chief of Station	GRADE FSR-2	AGENCY DIA
RATING PERIOD 11/1/71 - 6/29/72	DATE OF REPORT October 16, 1972	
SIGNATURE OF REPORTING OFFICER William M. Rountree	TITLE Ambassador	
SIGNATURE OF REVIEWING OFFICER	TITLE	

II. EVALUATION OF PERFORMANCE

[✓] Outstanding [ ] Satisfactory [ ] Unsatisfactory

Does this officer properly understand and perform his role and his functions as a member of your staff under existing Presidential directives? [✓] Yes [ ] No (If no, explain in detail below.)

Has he seen this report? [ ] Yes [✓] No

III. NARRATIVE COMMENTS

(Attach additional sheets, if necessary for this section or for reviewing officer's comments.)

The previous incumbent completed his assignment at this post and departed on June 29, 1972. During the period under review he continued to perform in a highly creditable manner, working well with other members of the Embassy staff and handling the affairs of his agency in a most professional, efficient and effective manner.

In my last evaluation I stated that both the Agency and the Embassy were fortunate to have a man of the rated officer's abilities and qualities as CAS Chief at this important post. I am happy to say that his performance throughout his assignment here reinforced that view.

14-00000

S E C R E T XXXXXXXXXXXXXX (When Completed) (ROGER CHANNEL)

CHIEF OF MISSION'S EVALUATION OF PERFORMANCE

(Mission submits original and one copy directly to appropriate agency, retains one copy.)

I.		
	OFFICER BEING RATED: Chief CAS	POST: American Embassy BRASILIA
	POSITION: Chief of Station	GRADE: FSR-2 / AGENCY: DIA
	RATING PERIOD: 11/1/70 - 10/31/71	DATE OF REPORT: November 1, 1971
	SIGNATURE OF REPORTING OFFICER: William M. Rountree	TITLE: Ambassador
	SIGNATURE OF REVIEWING OFFICER:	TITLE:

II. EVALUATION OF PERFORMANCE

[✓] Outstanding [ ] Satisfactory [ ] Unsatisfactory

Does this officer properly understand and perform his role and his functions as a member of your staff under existing Presidential directives? [✓] Yes [ ] No (If no, explain in detail below.)

Has he seen this report? [ ] Yes [✓] No

III. NARRATIVE COMMENTS

(Attach additional sheets, if necessary for this section or for reviewing officer's comments.)

Mr. Phillips is an able officer and a highly cooperative member of the Country Team. I have been impressed and pleased with the degree of cooperation which exists between him and other members of the Embassy staff. He has, to the extent that is possible considering the nature of his work, cooperated in our efforts to bring about maximum coordination of reporting. With rare exceptions he has, I believe, kept me appropriately advised on all matters relating to his functions, and the material which he provides on a regular basis has been extremely useful in the discharge of my mission.

Mr. Phillips works quietly and discreetly and is alert to any situation which might create problems for the Embassy and the United States. I fully share the view of the DCM, expressed in a previous evaluation, that both Mr. Phillips and his wife conduct themselves in a quiet, friendly and wholly creditable manner.

I feel that both the Agency and the Embassy are fortunate in having a man of Mr. Phillips' abilities and qualities as CAS Chief at this important post.

FORM 4-65 FS-572 S E C R E T XXXXXXXXXXXXX (When Completed)

14-00000

LIMITED OFFICIAL USE (When Completed)

CHIEF OF MISSION'S EVALUATION OF PERFORMANCE

(Mission submits original and one copy directly to appropriate agency; retains one copy.)

I.

OFFICER BEING RATED David A. PHILLIPS	POST American Embassy, Rio de Janeiro
POSITION Chief CAS, Chief of Station	GRADE FSR-02 / AGENCY DIA
RATING PERIOD 7/1/70 - 10/31/70	DATE OF REPORT November 1, 1970
SIGNATURE OF REPORTING OFFICER C. A. Boonstra	TITLE Chargé d'Affaires a.i.
SIGNATURE OF REVIEWING OFFICER	TITLE

II. EVALUATION OF PERFORMANCE

☐ Outstanding ☑ Satisfactory ☐ Unsatisfactory

Does this officer properly understand and perform his role and his functions as a member of your staff under existing Presidential directives? ☑ Yes ☐ No (If no, explain in detail below.)

Has he seen this report? ☑ Yes ☐ No

III. NARRATIVE COMMENTS

(Attach additional sheets, if necessary for this section or for reviewing officer's comments.)

Mr. Phillips' performance during the four months covered by this evaluation has been highly satisfactory. For some years previous to my arrival here, in June 1970, I had been acquainted with him, and from this I already had a favorable impression of his qualities. This impression has continued and has improved further. He has worked quietly and discreetly, has kept me informed of all important developments, and has coordinated as necessary with other offices in the Embassy. His interest in his work, and his dedication to the job, have been outstanding. His relations with others are very good. Because of wide previous experience in this hemisphere, he frequently is helpful to Embassy officers in areas outside his own specialization. He appears to manage his personnel well. In functions outside the Embassy, both he and his wife conduct themselves in a quiet, friendly, and wholly creditable manner.

FORM 4-65 FS-572

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SECRET XXXXXXXXXXXXXXX (When Completed) SECRET

CHIEF OF MISSION'S EVALUATION OF PERFORMANCE

(Mission submits original and one copy directly to appropriate agency, retains one copy.)

I.

OFFICER BEING RATED David A. PHILLIPS	POST American Embassy Rio de Janeiro	
POSITION Chief CAS, Chief of Station	GRADE FSR-03	AGENCY DIA
RATING PERIOD January 30 - June 30, 1970	DATE OF REPORT April 24, 1970	
SIGNATURE OF REPORTING OFFICER William Belton	TITLE Deputy Chief of Mission	
SIGNATURE OF REVIEWING OFFICER C. A. Boonstra	TITLE CM, Chargé d'Affaires, a.i.	

II. EVALUATION OF PERFORMANCE

[X] Outstanding [ ] Satisfactory [ ] Unsatisfactory

Does this officer properly understand and perform his role and his functions as a member of your staff under existing Presidential directives? [X] Yes [ ] No (If no, explain in detail below.)

Has he seen this report? [X] Yes [ ] No

III. NARRATIVE COMMENTS

(Attach additional sheets, if necessary for this section or for reviewing officer's comments.)

Phillips has been here too short a time and there has been too little opportunity for us to work together for me to be able to discuss his performance in detail. I am able to say, however, that he has impressed me and other Embassy officers with whom he works, including Ambassador Elbrick, very favorably, indeed. He is a cool-headed, straightforward, intelligent man who seems professionally very capable. He has a clear understanding of the appropriate role for himself and his organization within the Embassy and is working to achieve a genuinely low profile. He has already demonstrated his interest in the best possible relations with the rest of the U.S. Government organization and he knows how to act in order to achieve such a relationship. He has come to me a number of times to volunteer detailed information which he did not feel important enough to bother the Ambassador about, but he has kept the Ambassador fully informed about all those subjects which were of sufficient interest to him. I see every reason to assume that he will be a positive, constructive and very dependable and reliable factor in the Embassy.

Mrs. Phillips is an attractive and personable young lady who has particularly impressed my wife and me with her attitude and intellect.

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FORM 4-65 FS-572 XXXXXXXXXXXXXXX (When Completed)

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CHIEF OF MISSION'S EVALUATION OF PERFORMANCE

(Mission submits original and one copy directly to appropriate agency, retains one copy.)

I.

OFFICER BEING RATED Chief CAS David A. Phillips	POST Santo Domingo
POSITION Station Chief	GRADE: / AGENCY:
RATING PERIOD January 1966 to July 1967	DATE OF REPORT July 15, 1967
SIGNATURE OF REPORTING OFFICER John Hugh Crimmins	TITLE Ambassador
SIGNATURE OF REVIEWING OFFICER	TITLE

II. EVALUATION OF PERFORMANCE

[X] Outstanding [ ] Satisfactory [ ] Unsatisfactory

Does this officer properly understand and perform his role and his functions as a member of your staff under existing Presidential directives? [X] Yes [ ] No (If no, explain in detail below.)

Has he seen this report? [X] Yes [ ] No

III. NARRATIVE COMMENTS

(Attach additional sheets, if necessary for this section or for reviewing officer's comments.)

I have been associated with the CAS Station Chief since my arrival at this post on January 11, 1966. Inasmuch as I have kept in very close daily touch with him, I believe that I am in position to evaluate his performance.

Let me say at the outset that the Rated Officer has had to work under the most varied and difficult circumstances. His service at this post began, for example, in a revolutionary situation marked by great and continuing violence. The attention of a good part of the world was focused upon this situation, and some of the highest national interests of the United States were involved. The presence of the Inter-American Peace Force, of its major U.S. component, and of Ambassador Ellsworth Bunker in his unusual and unprecedented role added greatly to the dimensions of the work done by the Rated Officer. In the aftermath of revolution, he had unusual, delicate and complicated tasks to perform in connection with the establishment and maintenance in power of a most fragile Provisional Government. As the latter carried the nation toward the all-important election scheduled for June 1, 1966, the CAS Station Chief faced a changing and constantly challenging set of requirements. Finally, his tour of duty at this post has encompassed the transition from the Provisional Government to a constitutional government emerging from those elections and the gradual firming up of the position and institutions of the present democratically elected administration.

To this intricate complex of circumstances, the CAS Station Chief has brought a background knowledge of the Latin American area and its

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people as well as a proficiency in Spanish which has enabled him to deal readily and effectively with a heterogeneous range of contacts.

His performance can only be described as outstanding. He has provided a completely professional response to a most difficult and varied challenge. He has mounted an organization and provided a mechanism fully up to the tasks confronting it and the high-level requirements levied upon it. With the advantages afforded by hindsight, I suggest that the success which has been achieved speaks for itself.

It is pertinent to mention that the Rated Officer invariably places business ahead of pleasure and personal interests. He works long and irregular hours and is continuously available in time of need. He has evidenced the highest degree of cooperation with representatives of State, DOD, Legal Attaché, AID (in the Public Safety sector) and all other members of the Country Team. His quiet and professional approach inspires their confidence, and on innumerable occasions he has proven that he is an excellent team player who genuinely wants to be of assistance to all members of the official community. The harmonious, close relations among all the intelligence components of the Country Team are due in great part to the tactful, skillful and thoughtful leadership of the Station Chief.

There is probably little need for me to comment upon the Rated Officer's technical achievements at this post. Under his guidance, specialized security agencies of the Dominican Government have been brought to a state of high readiness. Penetration of subversive groups has reached impressive proportions. Subversive document seizures have been abundant. Counter-espionage work has been impressively successful.

no

The CAS Station Chief is in/sense a narrow technician or specialist. He keeps his eye on the broad picture, understands what he sees there and intelligently relates it to his own work. He is imaginative in his approach and does not hesitate to suggest innovations of various kinds. To mention only one of these, it was as a result of his initiative that "electoral police" appeared upon the scene during the Presidential election campaign in mid-1966 with a salutary calming effect upon the potential for political violence at the moment.

I wish to make special mention of, first, the scrupulousness with which the Rated Officer has consulted me and kept me informed about his activities, and, second, his strict adherence to the guidance I have given him. At no time have I had any doubts concerning the care and fidelity with which he has followed my instructions.

I have developed the highest personal and professional regard for the Rated Officer. I have valued greatly his advice and his support not only upon matters within his own special field of competence, but also over a considerably broader spectrum of U.S. Mission activities. I could not have asked for a better Chief of Station than the one whom I have had at this post. I very much regret his departure but am comforted by the knowledge that his successor, as his deputy, has been trained by him.

I earnestly hope that these comments of mine -- based on a very close and continuous working relationship -- will be given full consideration and will contribute significantly to his career advancement.

SECRET
(When Filled In)

FITNESS REPORT

EMPLOYEE SERIAL NUMBER: 024345

SECTION A — GENERAL

1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SEX	4. GRADE	5. SD
Phillips, David A.	10/31/22	M	15	D

6. OFFICIAL POSITION TITLE	7. OFF/DIV BR OF ASSIGNMENT	8. CURRENT STATION
Ops Officer Ch	WH/COG	Hqts.

9. CHECK (X) TYPE OF APPOINTMENT	10. CHECK (X) TYPE OF REPORT
X CAREER; RESERVE; TEMPORARY	INITIAL; REASSIGNMENT SUPERVISOR
CAREER-PROVISIONAL (See instructions - Section C)	S ANNUAL; REASSIGNMENT EMPLOYEE
SPECIAL (Specify):	SPECIAL (Specify):

11. DATE REPORT DUE IN O.P.	12. REPORTING PERIOD (From- to-)
04/68	1 April 1967 - 31 March 1968

SECTION B — PERFORMANCE EVALUATION

W - Weak — Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.

A - Adequate — Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.

P - Proficient — Performance is more than satisfactory. Desired results are being produced in a proficient manner.

S - Strong — Performance is characterized by exceptional proficiency.

O - Outstanding — Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.

SPECIFIC DUTIES

List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).

SPECIFIC DUTY	RATING LETTER
SPECIFIC DUTY NO. 1: Responsibility for overall management of Headquarters Branch activities.	S
SPECIFIC DUTY NO. 2: Support and guidance of field operations.	S
SPECIFIC DUTY NO. 3: Reporting to higher authority; implementing of policy level decisions.	O
SPECIFIC DUTY NO. 4: Supervision and management of personnel.	O
SPECIFIC DUTY NO. 5: Liaison with State Department and other agencies.	O
SPECIFIC DUTY NO. 6:	

OVERALL PERFORMANCE IN CURRENT POSITION

Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.

RATING LETTER: O

Reviewed by OP/PD/EAB

FORM 4-66 45 USE PREVIOUS EDITIONS

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GROUP 1 Excluded from automatic downgrading and declassification

SECRET
(When Filled In)

SECTION C — NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide best basis for determining future personnel action. Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable. If extra space is needed to complete Section C, attach a separate sheet of paper.

JUN 7 8 53 AM '68

MAIL ROOM

The Rating Officer's last fitness report on Mr. Phillips dealt with his terminating an outstandingly successful and very complicated assignment as Chief of Station, Dominican Republic. This report deals with a completely different situation, i.e. coming into Headquarters as Chief, Cuban Operations Group at the time that drastic reduction had just become the order of the day. The same energy, imagination and zeal which has characterized Mr. Phillips over the years has characterized his performance in this difficult task since his assumption of the new responsibility. He has been a prime mover in reducing the Headquarters WH/COG component to realistic and managable proportions. By the same token he has been a prime mover, guider, cajoler and sometimes "patron saint" to JMWAVE management in its massive job of bringing JMWAVE down from its ponderous proportions to a viable Clandestine Services "instrument" compatible and consistent with the present day needs of Cuban operations. In this endeavor Mr. Phillips' accomplishments have been of the first order.

(See attached sheet)

SECTION D — CERTIFICATION AND COMMENTS

1. BY EMPLOYEE

I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT

DATE	SIGNATURE OF EMPLOYEE
13 MAY 1968	[signature]

2. BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
32		
DATE	**OFFICIAL TITLE OF SUPERVISOR**	**TYPED OR PRINTED NAME AND SIGNATURE**
10 May 1968	Deputy Chief, WHD	Jacob D. Esterline [signature]

3. BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

This is a very fine officer with one of the best potentials in WH Division. I believe the rater is somewhat carried away in his views. Mr. Phillips' career advancement has been closely observed in this Division and I do not believe he is falling behind in the promotion timetable. It is definitely expected he will be recommended next year (which is within the proper time frame,) if his current excellent performance continues.

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
20 May 1968	Chief, WH Division	William V. Broe [signature]

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Fitness Report - David A. Phillips

SECTION C (Continued)

Most important however, and this is one of Mr. Phillips unique qualities, he has been able to bring about this drastic reduction and at the same time instill enthusiasm in his staff for new approaches to the ever more difficult Cuban target. His own infectious enthusiasm and his fine manner with co-workers and subordinates has made this possible. In short the Rating Officer believes he is the right man at the right time for the job he is in.

Mr. Phillips' relations with the Department of State and other agencies where it really counts are outstandingly good. He has in his short time back re-established his fine relationship with the manager of the Voice of America. This relationship will undoubtedly be of inestimable value in getting WH Division's new radio effort through the 303 Committee and into operation.

It is probably obvious to one reading this fitness report that the Rating Officer is well disposed towards Mr. Phillips. This is quite true. It in no way, however, affects the Rating Officer's opinion that Mr. Phillips is a man of considerable talent who for one reason or another has fallen at least one grade behind in the promotion timetable. The Rating Officer, therefore, trusts that this will be corrected in the near future. Mr. Phillips is a gentleman of breadth, drive, imagination and dedication. The Rating Officer considers Mr. Phillips to be one of the very best of the many fine officers he has known in his career in the Clandestine Services. In some ways he is unique in that he knows the business from the ground up, having started in unofficial cover (several assignments) and now having moved into the managerial area where he can speak with authority based on valid experience.

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Reviewed by OP/PO/EAB

14-00000

S-E-C-R-E-T

TRAINING REPORT

Chiefs of Station Seminar No. 1-70
80 hours, full time 6 - 17 October 1969

Participant	: Phillips, David A.	Office	: WH
Year of Birth:	1922	Service Designation:	D
Grade	: 16	No. of Students	: 8
EOD Date	: Apr '55		

COURSE OBJECTIVES, CONTENT AND METHODS

The COS Seminar is aimed to prepare prospective Chiefs and Deputy Chiefs of Station and Chiefs of Base for field assignments. Emphasis was upon the difficulties confronting Chiefs of small or medium-sized installations, since they must handle a peculiarly wide range of problems. Included were case studies serving to remind outgoing chiefs of various operational approaches and techniques, but more time was devoted to policy, coordination, management, reporting, and administrative responsibilities of the Chief of Station, both within CIA and in the government at large, at home and abroad.

The bulk of the course is given in lectures and question periods conducted by officials responsible for the missions, functions, programs, and services discussed. A few key items of suggested reading are included, and bibliographies of suggested reading tailored to the individual's assignment are offered for those who want them.

ACHIEVEMENT RECORD

This is a certificate of attendance. No further assessment of individual capacity or performance is made in this course.

FOR THE DIRECTOR OF TRAINING:

Anthony D. Holland — Date: 20 OCT 1969

S-E-C-R-E-T

SECRET
(When Filled In)

FITNESS REPORT

EMPLOYEE SERIAL NUMBER: 024345

SECTION A — GENERAL

1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SEX	4. GRADE	5. SD
Phillips David A.	10/31/22	M	GS-15	D

6. OFFICIAL POSITION TITLE	7. OFF DIV OR OF ASSIGNMENT	8. CURRENT STATION
Chief of Station	DDP/WH/7	Santo Domingo

9. CHECK (X) TYPE OF APPOINTMENT: XX CAREER; RESERVE; TEMPORARY; CAREER-PROVISIONAL (See instructions - Section C); SPECIAL (Specify):

10. CHECK (X) TYPE OF REPORT: INITIAL; REASSIGNMENT SUPERVISOR; XX ANNUAL; REASSIGNMENT EMPLOYEE; SPECIAL (Specify):

11. DATE REPORT DUE IN O.P.: May 1967

12. REPORTING PERIOD (From- to-): 1 April 1966 to 31 March 1967

SECTION B — PERFORMANCE EVALUATION

W - Weak — Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.

A - Adequate — Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.

P - Proficient — Performance is more than satisfactory. Desired results are being produced in a proficient manner.

S - Strong — Performance is characterized by exceptional proficiency.

O - Outstanding — Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.

SPECIFIC DUTIES

List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).

Specific Duty	Rating Letter
SPECIFIC DUTY NO. 1: Station management.	S
SPECIFIC DUTY NO. 2: Direction of the operational program.	O
SPECIFIC DUTY NO. 3: Liaison with other U. S. agencies.	S
SPECIFIC DUTY NO. 4	
SPECIFIC DUTY NO. 5	
SPECIFIC DUTY NO. 6	

12 MAY 1967

OVERALL PERFORMANCE IN CURRENT POSITION

Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.

RATING LETTER: O

SECRET
(When Filled In)

SECTION C	NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide best basis for determining future personnel action. Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable. If extra space is needed to complete Section C, attach a separate sheet of paper.

MAY 8 3 39 PM '67

Mr. Phillips is nearing completion of his tour of duty as Chief of Station, Santo Domingo. During the past several months he has had the difficult task of reorganizing his Station and redirecting its manpower following a major election operation. His task has been made more difficult by a series of almost weekly political or security crises which not only required intensive intelligence coverage but also frequently involved Station assets.

Mr. Phillips has done remarkably well in this difficult regearing process. It has in no way affected the volume or quality of Station reporting which remains very high. His critical analysis and in-depth interpretation of the rapidly changing political scene have been timely and useful.

The Station under his direction has aggressively undertaken the development of new FI and CI assets without losing momentum in existing operations. Also in a relatively short period of time effective security and countersubversion units within the host government internal security apparatus have been established. (Cont'd)

SECTION D	CERTIFICATION AND COMMENTS	
1.	BY EMPLOYEE	
	I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT	
DATE	SIGNATURE OF EMPLOYEE	
2.	BY SUPERVISOR	
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION: 20	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION: Subject in the field.	
DATE: 5 April 1967	OFFICIAL TITLE OF SUPERVISOR: Deputy Chief, WHD	TYPED OR PRINTED NAME AND SIGNATURE: Jacob D. Esterline
3.	BY REVIEWING OFFICIAL	

COMMENTS OF REVIEWING OFFICIAL

I concur with the rating and statements made concerning Mr. Phillips. He is one of the best. He will take over as Chief, Cuban Operations Group this summer and we can expect new impetus in this difficult denied area program. We are carefully observing his promotional progress and are making every effort that he advances in accordance with his excellent capabilities and potential.

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
28 April 1967	Chief, WHD	William V. Broe

SECRET

SECRET

Fitness Report -- David A. Phillips

SECTION C - (Cont'd)

His relationships with the Ambassador and with representatives of other agencies are excellent and the high regard they accord him are reflected in the great confidence placed in him and his staff.

The overall management of the Station reflects careful consideration of manpower and money commitments. Mr. Phillips has taken the initiative in effecting savings wherever possible. In short he has turned in an aggressively outstanding performance under the most difficult imaginable conditions during the period under review.

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14-00000

SECRET
(When Filled In)

FITNESS REPORT

EMPLOYEE SERIAL NUMBER: 024345

SECTION A — GENERAL

1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SEX	4. GRADE	5. SD
PHILLIPS, David A.	31 Oct 22	M	GS-15	D

6. OFFICIAL POSITION TITLE	7. OFF/DIV/BR OF ASSIGNMENT	8. CURRENT STATION
Ops Officer/Chief of Station	DDP/WH/DR	Santo Domingo

9. CHECK (X) TYPE OF APPOINTMENT

X	CAREER		RESERVE		TEMPORARY
	CAREER-PROVISIONAL (See instructions - Section C)				
	SPECIAL (Specify):				

10. CHECK (X) TYPE OF REPORT

	INITIAL		REASSIGNMENT SUPERVISOR
X	ANNUAL		REASSIGNMENT EMPLOYEE
	SPECIAL (Specify):		

11. DATE REPORT DUE IN O.P.

12. REPORTING PERIOD (From- to-): 1 April 65 - 31 March 66

SECTION B — PERFORMANCE EVALUATION

W - Weak: Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.

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P - Proficient: Performance is more than satisfactory. Desired results are being produced in a proficient manner.

S - Strong: Performance is characterized by exceptional proficiency.

O - Outstanding: Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.

SPECIFIC DUTIES

List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).

Specific Duty	Rating Letter
SPECIFIC DUTY NO. 1: Direction of Station CA program.	O
SPECIFIC DUTY NO. 2: Direction of Station FI/CI efforts.	S
SPECIFIC DUTY NO. 3: Liaison responsibilities with Embassy and other U.S. Government representatives.	O
SPECIFIC DUTY NO. 4: Managerial responsibilities as Chief of Station.	S
SPECIFIC DUTY NO. 5: Cost consciousness.	S
SPECIFIC DUTY NO. 6:	

OVERALL PERFORMANCE IN CURRENT POSITION

Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.

RATING LETTER: S

16 JUN 1966

FORM 4-65 45 USE PREVIOUS EDITIONS.

SECRET

GROUP 1 Excluded from automatic downgrading and declassification

14-00000

SECRET
(When Filled In)

SECTION C — **NARRATIVE COMMENTS**

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide best basis for determining future personnel action. Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable. If extra space is needed to complete Section C, attach a separate sheet of paper.

Mr. Phillips brings to this assignment (his first as Chief of Station) a wealth of CA experience gained through many years of operating in the Western Hemisphere and other areas. As a propagandist and general CA operator he must rank high among all Agency personne. Consequently, it was indeed fortunate that his assignment to the Dominican Republic came at a time when a person of his talent was badly needed. Arriving shortly after the American intervention he has had the difficult task of ferreting out information in great detail about an entirely new government, diplomatically handling the delicate coordinations with other U.S. Government agencies in a crisis and highly emotional situation, while administering a rapidly expanding station composed in large degree of young men long on initiative and intelligence but somewhat lacking in depth of experience. At present he is engaged in a fairly large and vastly important election operation which is of concern to the highest authorities of our government.

(Continued - See attached sheet)

SECTION D — **CERTIFICATION AND COMMENTS**

1. BY EMPLOYEE

I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT

DATE	SIGNATURE OF EMPLOYEE

2. BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
9 months	Employee will see report upon his return to Headquarters	
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
3 May 1966	Deputy Chief, WHD	Jacob D. Esterline

3. BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

I heartily endorse the rater's comments. The Santo Domingo Station, under the excellent leadership of Mr. Phillips, recently completed a most successful and significantly important political action operation. It was a well-done Station operation but great credit has to go to Mr. Phillips personally.

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
14 June 1966	Chief, WHD	William V. Broe

SECRET

Fitness Report - David A. Phillips

SECTION C - Continued:

Perhaps the outstanding quality which Mr. Phillips has demonstrated is his ability to "fire up" his people to produce at their maximum capacity. Another outstanding characteristic is his diplomatic manner of dealing with other officials. Of particular note is the fact that Subject's relationship with Ambassador Bunker of the OAS (who, in effect, has been the President's principal representative in the Dominican Republic) are closer and more fruitful than the relationship of the Embassy with Ambassador Bunker. This has in no way damaged the close relationship Subject has with the Embassy and other government officials.

Subject had little managerial experience of the scope required by his present position prior to his arrival in the DR, nor had he had much experience in FI matters. He has adapted readily however, and he continued to broaden in these respects with the passage of time.

Cost consciousness is, of course, a relative thing. Mr. Phillips as a CA operator "thinks big." However, it is clear that he weighs heavily costs against anticipated results and expects to get a dollar return for each one spent. Overall Subject can be described as a very able person. His ability to maintain Station morale at a high level while producing at a very gruelling pace under difficult conditions is in itself an outstandin accomplishment. Mr. Phillips has been recommended for an Agency Award.

SECRET

TRAINING REPORT

Chiefs of Station Seminar No. 3
60 hours, half days

19 April - 7 May 1965

Participant	: PHILLIPS, David A.	Office	: WH
Year of Birth	: 1922	Service Designation	: D
Grade	: GS-15	No. of Students	: 15
EOD Date	: April 1955		

COURSE OBJECTIVES, CONTENT AND METHODS

The COS Seminar aimed to prepare prospective Chiefs and Deputy Chiefs of Station, Chiefs of Base, and senior Chiefs of Support for field assignments. Emphasis was upon the difficulties confronting Chiefs of small or medium-sized installations, since they must handle a peculiarly wide range of problems. Included were case studies serving to remind outgoing chiefs of various operational approaches and techniques, but more time was devoted to policy, coordination, management, reporting, and administrative responsibilities of the Chief of Station, both within CIA and in the government at large, at home and abroad. Special attention was given to counterinsurgency.

The bulk of the course is given in lectures and question periods conducted by officials responsible for the missions, functions, programs, and services discussed, most of them being from within the Agency but several also from outside. A few key items of suggested reading are included, and bibliographies of suggested reading tailored to the individual's assignment are offered for those who want them.

ACHIEVEMENT RECORD

This is a certificate of attendance.

Mr. Phillips attended the first half of the seminar being withdrawn at that point due to an operational emergency.

No further assessment of individual capacity or performance is made in this course.

FOR THE DIRECTOR OF TRAINING:

William Rowland
Acting Chief Instructor

5/13/65
Date

SECRET

SECRET
(When Filled In)

FITNESS REPORT (Part I) PERFORMANCE

INSTRUCTIONS

FOR THE ADMINISTRATIVE OFFICER: Consult current instructions for completing this report.

FOR THE SUPERVISOR: This report is designed to help you express your evaluation of your subordinate and to transmit this evaluation to your supervisor and senior officials. Organization policy requires that you inform the subordinate where he stands with you. Completion of the report can help you prepare for a discussion with him of his strengths and weaknesses. It is also organization policy that you show Part I of this report to the employee except under conditions specified in Regulation 20-370. It is recommended that you read the entire form before completing any question. If this is the initial report on the employee, it must be completed and forwarded to the Office of Personnel no later than 30 days after the date indicated in item 8, of Section "A" below.

SECTION A. Phillips Howard **GENERAL**

1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SEX	4. SERVICE DESIGNATION
[redacted]	31 Oct. 1922	Male	[redacted] DP

5. OFFICE/DIVISION/BRANCH OF ASSIGNMENT	6. OFFICIAL POSITION TITLE
[redacted] DDP/WH/Havana	Staff agent [redacted] Opns Off (PP)

7. GRADE	8. DATE REPORTED FOR DUTY IN OP	9. PERIOD COVERED BY THIS REPORT (Inclusive dates)
GS-14	August 9, 1956	9 February 1956 - 14 September 1956

10. TYPE OF REPORT (Check one): X INITIAL; ANNUAL; REASSIGNMENT-SUPERVISOR; REASSIGNMENT-EMPLOYEE; SPECIAL (Specify)

SECTION B. CERTIFICATION

1. FOR THE RATER: THIS REPORT [X] HAS [ ] HAS NOT BEEN SHOWN TO THE INDIVIDUAL RATED. IF NOT SHOWN, EXPLAIN WHY NOT.

A. CHECK (X) APPROPRIATE STATEMENTS:

X	THIS REPORT REFLECTS MY OWN OPINIONS OF THIS INDIVIDUAL.		IF INDIVIDUAL IS RATED "1" IN C1 OR D, A WARNING LETTER HAS SENT TO HIM & A COPY ATTACHED TO THIS REPORT.
	THIS REPORT REFLECTS THE COMBINED OPINIONS OF MYSELF AND PREVIOUS SUPERVISORS.		I CANNOT CERTIFY THAT THE RATED INDIVIDUAL KNOWS HOW I EVALUATE HIS JOB PERFORMANCE BECAUSE (Specify).
X	I HAVE DISCUSSED WITH THIS EMPLOYEE HIS STRENGTHS AND WEAKNESSES SO THAT HE KNOWS WHERE HE STANDS.		

B. THIS DATE	C. TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR	D. SUPERVISOR'S OFFICIAL TITLE
19 Sept. 1956	CALDWELL William	Chief of Station

2. FOR THE REVIEWING OFFICIAL: RECORD ANY SUBSTANTIAL DIFFERENCE OF OPINION WITH THE SUPERVISOR, OR ANY OTHER INFORMATION, WHICH WILL LEAD TO A BETTER UNDERSTANDING OF THIS REPORT.

POSTED ON
ajl 10/8/56

	BY	DATE
Posted Pos Control	[illegible]	2/27/60
Reviewed by PUD	[illegible]	

[ ] CONTINUED ON ATTACHED SHEET

I certify that any substantial difference of opinion with the supervisor is reflected in the above section.

A. THIS DATE	B. TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL	C. OFFICIAL TITLE OF REVIEWING OFFICIAL
25 Sept '56	JCKing	C/WHD

SECTION C. JOB PERFORMANCE EVALUATION

1. RATING ON GENERAL PERFORMANCE OF DUTIES

DIRECTIONS: Consider ONLY the productivity and effectiveness with which the individual being rated has performed his duties during the rating period. Compare him ONLY with others doing similar work at a similar level of responsibility. Factors other than productivity will be taken into account later in Section D.

INSERT RATING NUMBER: **5**

1 - DOES NOT PERFORM DUTIES ADEQUATELY. HE IS INCOMPETENT.
2 - BARELY ADEQUATE IN PERFORMANCE. ALTHOUGH HE HAS HAD SPECIFIC GUIDANCE OR TRAINING, HE OFTEN FAILS TO CARRY OUT RESPONSIBILITIES.
3 - PERFORMS MOST OF HIS DUTIES ACCEPTABLY. OCCASIONALLY REVEALS SOME AREA OF WEAKNESS.
4 - PERFORMS DUTIES IN A COMPETENT, EFFECTIVE MANNER.
5 - A FINE PERFORMANCE. CARRIES OUT MANY OF HIS RESPONSIBILITIES EXCEPTIONALLY WELL.
6 - PERFORMS HIS DUTIES IN SUCH AN OUTSTANDING MANNER THAT HE IS EQUALLED BY FEW OTHER PERSONS KNOWN TO THE SUPERVISOR.

COMMENTS:

2. RATINGS ON PERFORMANCE OF SPECIFIC DUTIES

OFFICE OF PERSONNEL
CONT PERS DIV
SEP 27 3 10 PM '56
OCT 2 10 31 AM '56
MAIL ROOM

DIRECTIONS:

a. State in the spaces below up to six of the more important SPECIFIC duties performed during the rating period. Place the most important first. [illegible] important duties.
b. Rate performance on each specific duty [illegible] effectiveness in performance of this specific duty.
c. For supervisors, ability to supervise will always be rated as a specific duty [illegible] not rate as supervisors those who supervise a secretary only).
d. Compare in your mind, when possible, the individual being rated with others performing the same duty at a similar level of responsibility.
e. Two individuals with the same job title may be performing different duties. If so, rate them on different duties.
f. Be specific. Examples of the kind of duties that might be rated are:

ORAL BRIEFING	HAS AND USES AREA KNOWLEDGE	CONDUCTS INTERROGATIONS
GIVING LECTURES	DEVELOPS NEW PROGRAMS	PREPARES SUMMARIES
CONDUCTING SEMINARS	ANALYZES INDUSTRIAL REPORTS	TRANSLATES GERMAN
WRITING TECHNICAL REPORTS	MANAGES FILES	DEBRIEFING SOURCES
CONDUCTING EXTERNAL LIAISON	OPERATES RADIO	KEEPS BOOKS
TYPING	COORDINATES WITH OTHER OFFICES	DRIVES TRUCK
TAKING DICTATION	WRITES REGULATIONS	MAINTAINS AIR CONDITIONING
SUPERVISING	PREPARES CORRESPONDENCE	EVALUATES SIGNIFICANCE OF DATA

g. For some jobs, duties may be broken down even further if supervisor considers it advisable, e.g., combined key and phone operation, in the case of a radio operator.

DESCRIPTIVE RATING NUMBER

1 - INCOMPETENT IN THE PERFORMANCE OF THIS DUTY
2 - BARELY ADEQUATE IN THE PERFORMANCE OF THIS DUTY
3 - PERFORMS THIS DUTY ACCEPTABLY
4 - PERFORMS THIS DUTY IN A COMPETENT MANNER
5 - PERFORMS THIS DUTY IN SUCH A FINE MANNER THAT HE IS A DISTINCT ASSET ON HIS JOB
6 - PERFORMS THIS DUTY IN AN OUTSTANDING MANNER FOUND IN VERY FEW INDIVIDUALS HOLDING SIMILAR JOBS
7 - EXCELS ANYONE I KNOW IN THE PERFORMANCE OF THIS DUTY

SPECIFIC DUTY	RATING NUMBER	SPECIFIC DUTY	RATING NUMBER
SPECIFIC DUTY NO. 1: Supervises KUCAGE projects	4	SPECIFIC DUTY NO. 4: Supervises staff agents	4
SPECIFIC DUTY NO. 2: Develops new KUCAGE programs	4	SPECIFIC DUTY NO. 5: Spots and develops contacts	4
SPECIFIC DUTY NO. 3: Has and uses Area Knowledge	5	SPECIFIC DUTY NO. 6: Prepares progress reports	4

3. NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

DIRECTIONS: Stress strengths and weaknesses, particularly those which affect development on present job.

This officer has ability, talent, area knowledge, understanding of the people and experience in his field. In the initial six months covered by this report he has adjusted remarkably well to a difficult cover situation with a minimum of station support and guidance.

SECTION D. SUITABILITY FOR CURRENT JOB IN ORGANIZATION

DIRECTIONS: Take into account here everything you know about the individual....productivity, conduct on the job, pertinent personal characteristics or habits, special defects or talents....and how he fits in with your team. Compare him with others doing similar work of about the same level.

RATING NUMBER: 6

1 - DEFINITELY UNSUITABLE - HE SHOULD BE SEPARATED
2 - OF DOUBTFUL SUITABILITY...WOULD NOT HAVE ACCEPTED HIM IF I HAD KNOWN WHAT I KNOW NOW
3 - A BARELY ACCEPTABLE EMPLOYEE. BELOW AVERAGE BUT WITH NO WEAKNESSES SUFFICIENTLY OUTSTANDING TO WARRANT HIS SEPARATION
4 - OF THE SAME SUITABILITY AS MOST PEOPLE I KNOW IN THE ORGANIZATION
5 - A FINE EMPLOYEE - HAS SOME OUTSTANDING STRENGTHS
6 - AN UNUSUALLY STRONG PERSON IN TERMS OF THE REQUIREMENTS OF THE ORGANIZATION
7 - EXCELLED BY ONLY A FEW IN SUITABILITY FOR WORK IN THE ORGANIZATION

IS THIS INDIVIDUAL BETTER SUITED FOR WORK IN SOME OTHER POSITION IN THE ORGANIZATION? ☐ YES ☒ NO IF YES, EXPLAIN FULLY:

SECRET
(When Filled In)

FITNESS REPORT (Part II) POTENTIAL

INSTRUCTIONS

FOR THE ADMINISTRATIVE OFFICER: Consult current instructions for completing this report.

FOR THE SUPERVISOR: This report is a privileged communication to your supervisor, and to appropriate career management and personnel officials concerning the potential of the employee being rated. It is NOT to be shown to the rated employee. It is recommended that you read the entire report before completing any question. This report is to be completed only after the employee has been under your supervision FOR AT LEAST 90 DAYS. If less than 90 days, hold and complete after the 90 days has elapsed. If this is the INITIAL REPORT on the employee, however, it MUST be completed and forwarded to the OP no later than 30 days after the due date indicated in item 8 of Section "E" below.

SECTION E. GENERAL

Handwritten above: David Phillips

1. NAME (Last) (First) (Middle): [redacted]	2. DATE OF BIRTH: 31 Oct. 1922	3. SEX: Male	4. SERVICE DESIGNATION: [redacted] DP
5. OFFICE DIVISION, BRANCH OF ASSIGNMENT: [redacted] DDP/WH/Havana	6. OFFICIAL POSITION TITLE: Staff agent - [redacted] Ops Off (PP)		
7. GRADE: GS-14	8. DATE REPORT DUE IN OP: 9 August 1956	9. PERIOD COVERED BY THIS REPORT (Inclusive dates): 9 February 1956 - 14 September 1956	
10. TYPE OF REPORT (Check one): X INITIAL; ANNUAL	REASSIGNMENT SUPERVISOR; REASSIGNMENT EMPLOYEE	SPECIAL (Specify)	

SECTION F. CERTIFICATION

1. FOR THE RATER: I CERTIFY THAT THIS REPORT REPRESENTS MY BEST JUDGEMENT OF THE INDIVIDUAL BEING RATED

A. THIS DATE	B. TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR	C. SUPERVISOR'S OFFICIAL TITLE
19 Sept. 1956	CALDWELL William	Chief of Station

2. FOR THE REVIEWING OFFICIAL: I HAVE REVIEWED THIS REPORT AND NOTED ANY DIFFERENCE OF OPINION IN ATTACHED MEMO.

A. THIS DATE	B. TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL	C. OFFICIAL TITLE OF REVIEWING OFFICIAL
25 Sept '56	JC King	C/WHD

SECTION G. ESTIMATE OF POTENTIAL

1. POTENTIAL TO ASSUME GREATER RESPONSIBILITIES

DIRECTIONS: Considering others of his grade and type of assignment, rate the employee's potential to assume greater responsibilities. Think in terms of the kind of responsibility encountered at the various levels in his kind of work.

RATING NUMBER: 5

1 - ALREADY ABOVE THE LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED
2 - HAS REACHED THE HIGHEST LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED
3 - MAKING PROGRESS, BUT NEEDS MORE TIME BEFORE HE CAN BE TRAINED TO ASSUME GREATER RESPONSIBILITIES
4 - READY FOR TRAINING IN ASSUMING GREATER RESPONSIBILITIES
5 - WILL PROBABLY ADJUST QUICKLY TO MORE RESPONSIBLE DUTIES WITHOUT FURTHER TRAINING
6 - ALREADY ASSUMING MORE RESPONSIBILITIES THAN EXPECTED AT HIS PRESENT LEVEL
7 - AN EXCEPTIONAL PERSON WHO IS ONE OF THE FEW WHO SHOULD BE CONSIDERED FOR EARLY ASSUMPTION OF HIGHER LEVEL RESPONSIBILITIES

2. SUPERVISORY POTENTIAL

DIRECTIONS: Answer this question: Has this person the ability to be a supervisor? [X] Yes [ ] No If your answer is YES, indicate below your opinion or guess of the level of supervisory ability this person will reach AFTER SUITABLE TRAINING. Indicate your opinion by placing the number of the descriptive rating below which comes closest to expressing your opinion in the appropriate column. If your rating is based on observing him supervise, note your rating in the "actual" column. If based on opinion of his potential, note the rating in the "potential" column.

DESCRIPTIVE RATING NUMBER
0 - HAVE NO OPINION ON HIS SUPERVISORY POTENTIAL IN THIS SITUATION
1 - BELIEVE INDIVIDUAL WOULD BE A WEAK SUPERVISOR IN THIS KIND OF SITUATION
2 - BELIEVE INDIVIDUAL WOULD BE AN AVERAGE SUPERVISOR IN THIS KIND OF SITUATION
3 - BELIEVE INDIVIDUAL WOULD BE A STRONG SUPERVISOR IN THIS SITUATION

ACTUAL	POTENTIAL	DESCRIPTIVE SITUATION
	2	A GROUP DOING THE BASIC JOB *(truck drivers, stenographers, technicians or professional specialists of various kinds)* WHERE CONTACT WITH IMMEDIATE SUBORDINATES IS FREQUENT *(First line supervisor)*
	3	A GROUP OF SUPERVISORS WHO DIRECT THE BASIC JOB *(Second line supervisors)*
	3	A GROUP, WHO MAY OR MAY NOT BE SUPERVISORS, WHICH IS RESPONSIBLE FOR MAJOR PLANS, ORGANIZATION AND POLICY *(Executive level)*
2		WHEN CONTACT WITH IMMEDIATE SUBORDINATES IS NOT FREQUENT
2		WHEN IMMEDIATE SUBORDINATES' ACTIVITIES ARE DIVERSE AND NEED CAREFUL COORDINATION
3		WHEN IMMEDIATE SUBORDINATES INCLUDE MEMBERS OF THE OPPOSITE SEX
		OTHER *(Specify)*

FORM NO. 45 (Part II) 1 NOV 55 — REPLACES PREVIOUS EDITIONS OF FORMS 45 AND 45a WHICH ARE OBSOLETE — SECRET — Potential (4)

SECRET

(When Filled In)

3. INDICATE THE APPROXIMATE NUMBER OF MONTHS THE RATED EMPLOYEE HAS BEEN UNDER YOUR SUPERVISION

Six months

4. COMMENTS CONCERNING POTENTIAL

This officer is a natural for his present assignment. He is qualified for future unofficial or staff assignment with more responsibility.

OFFICE OF PERSONNEL
CONT PERS DIV
SEP 27 3 18 PM '56
MAIL ROOM
OCT 2 10 31 AM '56

SECTION II. FUTURE PLANS

1. TRAINING OR OTHER DEVELOPMENTAL EXPERIENCE PLANNED FOR THE INDIVIDUAL

None at present.

2. NOTE OTHER FACTORS, INCLUDING PERSONAL CIRCUMSTANCES, TO BE TAKEN INTO ACCOUNT IN INDIVIDUAL'S FUTURE ASSIGNMENTS

As senior KUCAGE officer, better knowledge of Station procedures and practices would be helpful.

SECTION I. DESCRIPTION OF INDIVIDUAL

DIRECTIONS: This section is provided as an aid to describing the individual as you see him on the job. Interpret the words literally. On the page below are a series of statements that apply in some degree to most people. To the left of each statement is a box under the heading "category." Read each statement and insert in the box the category number which best tells how much the statement applies to the person covered by this report.

CATEGORY NUMBER

X - HAVE NOT OBSERVED THIS; HENCE CAN GIVE NO OPINION AS TO HOW THE DESCRIPTION APPLIES TO THE INDIVIDUAL.
1 - APPLIES TO THE INDIVIDUAL TO THE LEAST POSSIBLE DEGREE
2 - APPLIES TO INDIVIDUAL TO A LIMITED DEGREE
3 - APPLIES TO INDIVIDUAL TO AN AVERAGE DEGREE
4 - APPLIES TO INDIVIDUAL TO AN ABOVE AVERAGE DEGREE
5 - APPLIES TO INDIVIDUAL TO AN OUTSTANDING DEGREE

CATEGORY	STATEMENT	CATEGORY	STATEMENT	CATEGORY	STATEMENT
4	1. ABLE TO SEE ANOTHER'S POINT OF VIEW	5	11. HAS HIGH STANDARDS OF ACCOMPLISHMENT	5	21. IS EFFECTIVE IN DISCUSSIONS WITH ASSOCIATES
4	2. CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES	5	12. SHOWS ORIGINALITY	4	22. IMPLEMENTS DECISIONS REGARDLESS OF OWN FEELINGS
5	3. HAS INITIATIVE	4	13. ACCEPTS RESPONSIBILITIES	4	23. IS THOUGHTFUL OF OTHERS
4	4. IS ANALYTIC IN HIS THINKING	4	14 ADMITS HIS ERRORS	4	24. WORKS WELL UNDER PRESSURE
5	5. STRIVES CONSTANTLY FOR NEW KNOWLEDGE AND IDEAS	4	15. RESPONDS WELL TO SUPERVISION	5	25. DISPLAYS JUDGEMENT
4	6. KNOWS WHEN TO SEEK ASSISTANCE	4	16. DOES HIS JOB WITHOUT STRONG SUPPORT	4	26. IS SECURITY CONSCIOUS
5	7. CAN GET ALONG WITH PEOPLE	4	17. COMES UP WITH SOLUTIONS TO PROBLEMS	5	27. IS VERSATILE
4	8. HAS MEMORY FOR FACTS	4	18. IS OBSERVANT	4	28. HIS CRITICISM IS CONSTRUCTIVE
4	9. GETS THINGS DONE	4	19. THINKS CLEARLY	4	29. FACILITATES SMOOTH OPERATION OF HIS OFFICE
4	10 CAN COPE WITH EMERGENCIES	4	20. COMPLETES ASSIGNMENTS WITHIN ALLOWABLE TIME LIMITS	1	30. DOES NOT REQUIRE STRONG AND CONTINUOUS SUPERVISION

SECRET

SECRET
(When Filled In)

FITNESS REPORT

The Fitness Report is an important factor in agency personnel management. It seeks to provide:
1. The agency selection board with information of value when considering the application of an individual for membership in the career service; and
2. A periodic record of job performance as an aid to the effective utilization of personnel.

INSTRUCTIONS

TO THE ADMINISTRATIVE OR PERSONNEL OFFICER: Consult current administrative instructions regarding the initiation and transmittal of this report.

TO THE SUPERVISOR: Read the entire form before attempting to complete any item. As the supervisor who assigns, directs and reviews the work of the individual, you have primary responsibility for evaluating his strengths, weaknesses, and on-the-job effectiveness as revealed by his day-to-day activities. If this individual has been under your supervision for less than 30 days, you will collaborate with his previous supervisors to make sure the report is accurate and complete. Primary responsibility rests with the current supervisor. It is assumed that, throughout the period this individual has been under your supervision, you have discharged your supervisory responsibilities by frequent discussions of his work, so that in a general way he knows where he stands.

S. ley't due date Jan 57 ff

IT IS OPTIONAL WHETHER OR NOT THIS FITNESS REPORT IS SHOWN TO THE PERSON BEING RATED

SECTION I (To be filled in by Administrative Officer)

1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SEX	4. CAREER DESIGNATION
PHILLIPS, David A.	Oct '22	M	DP

5. DATE OF ENTRANCE ON DUTY	6. OFFICE ASSIGNED TO	7. DIVISION	8. BRANCH
1 April 1955	PP	Information Coordination	

9. NATURE OF ASSIGNMENT	10. IF FIELD, SPECIFY STATION:	11. GRADE
[XXX] DEPARTMENTAL [ ] FIELD		GS-14

12. DATE THAT THIS REPORT IS DUE	13. PERIOD COVERED BY THIS REPORT (Inclusive dates)
1 January 1956	1 April 1955 - 1 January 1956 (Initial)

SECTION II (To be filled in by Supervisor)

1. CURRENT POSITION	2. DATE ASSUMED RESPONSIBILITY FOR POSITION
~~Radio & Television Officer~~, PP/ICD Ops. Off. (PP) 0136.31	1 April 1955

3. WHAT SPECIFIC ASSIGNMENTS OR TASKS ARE TYPICAL OF THOSE GIVEN TO HIM DURING THE PAST THREE TO SIX MONTHS (List in order of frequency):

Advising and assisting operating divisions in development, effective management and supervision of radio broadcasting facilities.

Maintaining liaison with Department of State and USIA on radio matters.

Collaboration with the Office of Communications in development of unconventional techniques for broadcasting and jamming evasion.

Preparation of staff study on proposed use of the television medium.

DATE 18 JAN 1956
BY
Posted Per Control ... 40 ... 20 ...
by ...

READ THE ENTIRE FORM BEFORE ATTEMPTING TO COMPLETE ANY ITEM

SECTION III

I certify that, during the latter half of the period covered by this report, I have discussed with the rated individual the manner in which he has performed his job and provided suggestions and criticisms wherever needed. I believe that his understanding of my evaluation of his performance is consistent with my evaluation of him as evidenced by this fitness report and I have informed him of his strengths, weaknesses, and on-the-job effectiveness. If performance during the report period has been unsatisfactory, there is attached a copy of the memorandum notifying him of unsatisfactory performance.

This report [X] has [ ] has not been shown to the individual rated.

THIS DATE	NAME AND SIGNATURE OF RATER (Employee's immediate supervisor)
6 January 1956	John G. Shaffer, Chief, PP/ICD John G. Shaffer

I HAVE REVIEWED THIS REPORT (Comments, if any, are reflected by attached memorandum)

THIS DATE	NAME AND SIGNATURE OF REVIEWING OFFICIAL (Official next higher in line of authority)
18 Jan 56	[signature]

FORM NO. 45 REPLACES PREVIOUS EDITIONS OF THIS FORM WHICH MAY BE USED.
1 JAN 55

SECRET (4)

SECRET
(When Filled In)

SECTION IV

OFFICE OF PERSONNEL
JAN 18 2 45 PM '56
MAIL ROOM

This section is provided as an aid in describing the individual. Your description is not favorable or unfavorable in itself but acquires its meaning in relation to a particular job or assignment. The descriptive words should be interpreted literally.

On the left hand side of the page below are a series of statements that apply in some degree to most people. On the right hand side of the page are four major categories of descriptions. The scale for each category is divided into three small blocks; this is to allow you to make finer distinctions if you so desire. Look at each statement on the left - then check the category on the right which best tells how much the statement applies to the person you are rating. Placing an "X" in the "Not Observed" column means you have no opinion on whether a phrase applies to an individual. Placing an "X" in the "Does Not Apply" column means that you have the definite opinion that the description is not at all suited to the individual.

STATEMENTS	NOT OBSERVED	DOES NOT APPLY	APPLIES TO A LIMITED DEGREE			APPLIES TO A REASONABLE DEGREE			APPLIES TO AN ABOVE AVERAGE DEGREE			APPLIES TO AN OUTSTANDING DEGREE		
SAMPLES: A. ABLE TO SEE ANOTHER'S POINT OF VIEW.			X											
SAMPLES: B. PRACTICAL.										X				
1. A GOOD REPORTER OF EVENTS.							X							
2. CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES.										X				
3. CAUTIOUS IN ACTION.								X						
4. HAS INITIATIVE.										X				
5. UNEMOTIONAL.	X													
6. ANALYTIC IN HIS THINKING.										X				
7. CONSTANTLY STRIVING FOR NEW KNOWLEDGE AND IDEAS.											X			
8. GETS ALONG WITH PEOPLE AT ALL SOCIAL LEVELS.												X		
9. HAS SENSE OF HUMOR.										X				
10. KNOWS WHEN TO SEEK ASSISTANCE.							X							
11. CALM.							X							
12. CAN GET ALONG WITH PEOPLE.												X		
13. MEMORY FOR FACTS.							X							
14. GETS THINGS DONE.										X				
15. KEEPS ORIENTED TOWARD LONG TERM GOALS.							X							
16. CAN COPE WITH EMERGENCIES.										X				
17. HAS HIGH STANDARDS OF ACCOMPLISHMENT.								X						
18. HAS STAMINA. CAN KEEP GOING A LONG TIME.												X		
19. HAS WIDE RANGE OF INFORMATION										X				
20. SHOWS ORIGINALITY.								X						
21. ACCEPTS RESPONSIBILITIES.										X				
22. ADMITS HIS ERRORS.	X													
23. RESPONDS WELL TO SUPERVISION										X				
24. EVEN DISPOSITION.												X		
25. ABLE TO DO HIS JOB WITHOUT STRONG SUPPORT.										X				

SECRET

SECRET
(When Filled In)

26. CAN THINK ON HIS FEET.										X				
27. COMES UP WITH SOLUTIONS TO PROBLEMS.										X				
28. STIMULATING TO ASSOCIATES; A "SPARK PLUG".											X			
29. TOUGH MINDED.	X													
30. OBSERVANT.							X							
31. CAPABLE.											X			
32. CLEAR THINKING.										X				
33. COMPLETES ASSIGNMENTS WITHIN ALLOWABLE TIME LIMITS.											X			
34. EVALUATES SELF REALISTICALLY.							X							
35. WELL INFORMED ABOUT CURRENT EVENTS.							X							
36. DELIBERATE.	X													
37. EFFECTIVE IN DISCUSSIONS WITH ASSOCIATES.										X				
38. IMPLEMENTS DECISIONS REGARDLESS OF OWN FEELINGS.								X						
39. THOUGHTFUL OF OTHERS.										X				
40. WORKS WELL UNDER PRESSURE.							X							
41. DISPLAYS JUDGEMENT.										X				
42. GIVES CREDIT WHERE CREDIT IS DUE.										X				
43. HAS DRIVE.							X							
44. IS SECURITY CONSCIOUS.							X							
45. VERSATILE.												X		
46. HIS CRITICISM IS CONSTRUCTIVE.							X							
47. ABLE TO INFLUENCE OTHERS.										X				
48. FACILITATES SMOOTH OPERATION OF HIS OFFICE.										X				
49. DOES NOT REQUIRE STRONG AND CONTINUOUS SUPERVISION.											X			
50. A GOOD SUPERVISOR.	X													

SECTION V

A. WHAT ARE HIS OUTSTANDING STRENGTHS?

Professional experience in several media plus field experience with CIA equip him to undertake a variety of assignments with excellent prospects of success; ability to outline own job, and then do it.

B. WHAT ARE HIS OUTSTANDING WEAKNESSES?

none apparent to me

SECRET

SECRET
(When Filled In)

C. INDICATE IF YOU THINK THAT ANY SINGLE STRENGTH OR WEAKNESS OUTWEIGHS ALL OTHER CONSIDERATIONS:

Strengths indicated above easily outweigh the few characteristics in which the subject is average.

OFFICE OF PERSONNEL

D. DO YOU FEEL THAT HE REQUIRES CLOSE SUPERVISION? [X] NO [ ] YES. IF YES, JAN 16 3 47 PM '56

MAIL ROOM

E. WHAT TRAINING DO YOU RECOMMEND FOR THIS INDIVIDUAL?

Operations Familiarization course.

F. OTHER COMMENTS (Indicate here general traits, specific habits or characteristics not covered elsewhere in the report but which have a bearing on effective utilization of this person):

None

SECTION VI

Read all descriptions before rating. Place "X" in the most appropriate box under subsections A, B, C, & D

A. *DIRECTIONS: Consider only the skill with which the person has performed the duties of his job and rate him accordingly.*

- [ ] 1. DOES NOT PERFORM DUTIES ADEQUATELY; HE IS INCOMPETENT.
- [ ] 2. BARELY ADEQUATE IN PERFORMANCE; ALTHOUGH HE HAS HAD SPECIFIC GUIDANCE OR TRAINING, HE OFTEN FAILS TO CARRY OUT RESPONSIBILITIES COMPETENTLY.
- [ ] 3. PERFORMS MOST OF HIS DUTIES ACCEPTABLY; OCCASIONALLY REVEALS SOME AREA OF WEAKNESS.
- [ ] 4. PERFORMS DUTIES IN A TYPICALLY COMPETENT, EFFECTIVE MANNER.
- [X] 5. A FINE PERFORMANCE; CARRIES OUT MANY OF HIS RESPONSIBILITIES EXCEPTIONALLY WELL.
- [ ] 6. PERFORMS HIS DUTIES IN SUCH AN OUTSTANDING MANNER THAT HE IS EQUALLED BY FEW OTHER PERSONS KNOWN TO THE RATER.

IS THIS INDIVIDUAL BETTER QUALIFIED FOR WORK IN SOME OTHER AREA? [ ] NO [X] YES. IF YES, WHAT?

Better qualified for field assignment in WH area only because such assignment can utilize his language and area experience in addition to utilizing the characteristics that have made him a successful staff officer.

B. *DIRECTIONS: Considering others of this person's grade and type of assignment, how would you rate him on potentiality for assumption of greater responsibilities normally indicated by promotion.*

- [ ] 1. HAS REACHED THE HIGHEST GRADE LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED.
- [ ] 2. IS MAKING PROGRESS, BUT NEEDS MORE TIME IN PRESENT GRADE BEFORE PROMOTION TO A HIGHER GRADE CAN BE RECOMMENDED.
- [ ] 3. IS READY TO TAKE ON RESPONSIBILITIES OF THE NEXT HIGHER GRADE, BUT MAY NEED TRAINING IN SOME AREAS.
- [X] 4. WILL PROBABLY ADJUST QUICKLY TO THE MORE RESPONSIBLE DUTIES OF THE NEXT HIGHER GRADE.
- [ ] 5. IS ALREADY PERFORMING AT THE LEVEL OF THE NEXT HIGHER GRADE.
- [ ] 6. AN EXCEPTIONAL PERSON WHO IS ONE OF THE FEW WHO SHOULD BE CONSIDERED FOR RAPID ADVANCEMENT.

C. *DIRECTIONS: Based upon what he has said, his actions, and any other indications, give your opinion of this person's attitude toward the agency.*

- [ ] 1. HAS AN ANTAGONISTIC ATTITUDE TOWARD THE AGENCY ..WILL DEFINITELY LEAVE THE AGENCY AT THE FIRST OPPORTUNITY.
- [ ] 2. HAS STRONG NEGATIVE ATTITUDE TOWARD AGENCY... IRKED BY RESTRICTIONS...REGARDS AGENCY AS A TEMPORARY STOP UNTIL HE CAN GET SOMETHING BETTER.
- [ ] 3. TENDS TO HAVE AN UNFAVORABLE ATTITUDE TOWARD THE AGENCY..BOTHERED BY MINOR FRUSTRATIONS.. WILL QUIT IF THESE CONTINUE.
- [ ] 4. HIS ATTITUDE TOWARD THE AGENCY IS INDIFFERENT ... HAS "WAIT AND SEE" ATTITUDE..WOULD LEAVE IF SOMEONE OFFERED HIM SOMETHING BETTER.
- [ ] 5. TENDS TO HAVE FAVORABLE ATTITUDE TOWARD AGENCY ..MAKES ALLOWANCES FOR RESTRICTIONS IMPOSED BY WORKING FOR AGENCY..THINKS IN TERMS OF A CAREER IN THE AGENCY.
- [X] 6. DEFINITELY HAS FAVORABLE ATTITUDE TOWARD THE AGENCY..BARRING AN UNEXPECTED OUTSIDE OPPORTUNITY, WILL PROBABLY ENDEAVOR TO MAKE A CAREER IN THE AGENCY.
- [ ] 7. HAS AN ENTHUSIASTIC ATTITUDE TOWARD THE AGENCY ..WILL PROBABLY NEVER CONSIDER WORKING ANY PLACE BUT IN THE AGENCY.

D. *DIRECTIONS: Consider everything you know about this person in making your rating..skill in job duties, conduct on the job, personal characteristics or habits, and special defects or talents.*

- [ ] 1. DEFINITELY UNSUITABLE - HE SHOULD BE SEPARATED.
- [ ] 2. OF DOUBTFUL SUITABILITY..WOULD NOT HAVE ACCEPTED HIM IF I HAD KNOWN WHAT I KNOW NOW.
- [ ] 3. A BARELY ACCEPTABLE EMPLOYEE..DEFINITELY BELOW AVERAGE BUT WITH NO WEAKNESSES SUFFICIENTLY OUTSTANDING TO WARRANT HIS SEPARATION.
- [ ] 4. A TYPICAL EMPLOYEE..HE DISPLAYS THE SAME SUITABILITY AS MOST OF THE PEOPLE I KNOW IN THE AGENCY.
- [ ] 5. A FINE EMPLOYEE - HAS SOME OUTSTANDING STRENGTHS.
- [X] 6. AN UNUSUALLY STRONG PERSON IN TERMS OF THE REQUIREMENTS OF THE AGENCY.
- [ ] 7. EXCELLED BY ONLY A FEW IN SUITABILITY FOR WORK IN THE AGENCY.

SECRET

Jack
Feb. 56

MEMORANDUM FOR: PP/C/TSD

ATTENTION : Training Officer

SUBJECT : Attendance at PPS In-Service-Training Series 10 January to 20 March 1956

REFERENCE : Memorandum for Chiefs, Senior Staffs and Area Divisions, and Chief, IO Division from CPP, subject: "Seminar on Preparation and Processing of PP/PM Projects" dated 19 December 1955.

1. David Phillips attended the lectures in the subject series which [illegible] from [illegible] to [illegible] hours, 1 February 1956. During this period, instruction in "Preparation and Processing of PP/PM Projects" was given as follows:

a. [illegible]

b. PROJECT DOCUMENTATION

Step-by-step explanation of items in project outline format.

c. PROJECT REVIEW AND COORDINATION

Steps case officers should take in determining extent of coordination of projects. Importance of discussion with Senior Staff in draft stage.

d. PROJECT APPROVAL SYSTEM

e. PROJECT [illegible]

f. [illegible]

g. [illegible]

2. [illegible] were required to study the following references, prior to [illegible] the lectures:

[illegible]

1. [illegible] SUBMISSION OF PROJECTS TO THE PROJECT REVIEW COMMITTEE, dated 1 April 195[illegible]

2. [illegible] [illegible] OF [illegible] PROJECTS FOR APPROVAL, [illegible] 1 January 195[illegible]

[illegible]

(3) CSI 230-72 — THE CLANDESTINE SERVICES REPORTING SYSTEM—AREA DIVISIONS, CHAPTER II. THE [illegible] STATUS REPORT, dated [illegible]

b. SECONDARY [illegible]

(1) R 230-1-[illegible] — AGENCY ACTIVITIES AND [illegible] SYSTEM. dated [illegible] March [illegible]

(2) R 230-13[illegible] — PROJECT REVIEW COMMITTEE, dated [illegible] March [illegible]

(3) R 23[illegible] — [illegible] TO THE [illegible] dated [illegible] April [illegible]

(4) CSI 2[illegible] — THE [illegible] SYSTEM, dated [illegible]

(5) CSI 2[illegible] — [illegible] Checklist for Operational [illegible], dated [illegible] March [illegible]

(6) CSI [illegible] — OPERATIONAL [illegible] AND REPORTING, dated [illegible] December [illegible]

[illegible] information is provided to permit appropriate recording [illegible] action received by the employee named in paragraph 1, above.

[illegible]

[illegible]

TRAINING EVALUATION

READING IMPROVEMENT COURSE # 26

SECTION I: IDENTIFYING INFORMATION

Name	Sex	Dates of Course	No. of Students
Phillips, David A.	M	24 October-9 December 1955	23

Date of Birth	EOD Date	Grade or Rank	Office
31 October 1922	2 April 1955	GS-14	IOD/PP

Projected Assignment or Present Position

PP Officer

SECTION II: OBJECTIVES OF THE COURSE

The Reading Improvement Course is designed to increase the reading efficiency of Agency employees by developing their speed and level of comprehension through (1) expanding the range of reading techniques, (2) adjusting rate of reading to comprehension requirements and (3) improving perceptual habits.

SECTION III: SPECIFIC CHARACTERISTICS OF THE COURSE

The course consists of 30 class hours, one hour a day, 5 days a week. 9 hours are devoted to lectures and practice exercises, 12 hours to paced reading practice and 9 hours to specific perception techniques.

Each student's reading skills are analyzed at the beginning of the course and the student then concentrates on the development of those skills in which he is deficient or those which are most frequently demanded by the nature of his office reading.

SECTION IV: METHOD OF EVALUATION

Student achievement is measured by an initial and final test battery and class exercises. Two sets of norms have been developed on the test battery. Group I represents the scores of 400 Agency employees, 84% of whom had four or more years of college. Group II represents the scores of 94 Agency employees with two years or less of college training. Section V contains a description of the tests and exercises. Section VI indicates the student's skill level and Section VII includes the student's over-all achievement and the instructor's comments.

SECTION V: TEST DESCRIPTION

1. READING COMPREHENSION TESTS: Measure speed and accuracy of basic comprehension skills. Complete and objective understanding, analysis, and interpretation are required in these tests.

2. EXTENSIVE (informational) READING TESTS: Measure the degree of proficiency in the application of extensive reading skills to acquire broader frames of reference.

3. INTENSIVE (technical) READING TESTS: Measure the ability to acquire the basic knowledge of a new subject.

4. SCANNING TESTS: Measure efficiency in the application of scanning skills for the selection of information, for identification of the main idea, and for organization.

SECTION VI: REPORT OF SKILL LEVEL

This student is being compared with the following norm group:
Group I - Four or more years of college
Group II - Two or less years of college

	Fail	Poor	Sat.	Exc.	Sup.
Basic Comprehension Skills					
Extensive Techniques					
Intensive Techniques					
Scanning Techniques					

SECTION VII: OVER-ALL ACHIEVEMENT

In consideration of all factors observed during the course and taking into account this student's experience, profession, age and education, an "X" in one of the boxes shows the student's over-all achievement in the course.

FAIL	POOR	MINUS	SATISFACTORY	PLUS	EXCELLENT	SUPERIOR
Inadequate in performance	Barely adequate in performance. Demonstrated ability only in a limited range of skills	Performed acceptably but barely adequate in some skills	A typically effective student who performed in a competent manner.		Performed at a high level of competence	Performed at an extremely high level that only a few students have surpassed.

COMMENTS:

Incomplete - 5 hours Overseas assignment

FOR THE DIRECTOR OF TRAINING:

Francis Cook
Chief Instructor

Standard Form No. 54
January 1969
U.S. Civil Service Commission
FPM Supplement 890-1
54-106

DESIGNATION OF BENEFICIARY
FEDERAL EMPLOYEES GROUP LIFE INSURANCE PROGRAM

IMPORTANT
Read instructions on back of duplicate before filling in this form

INFORMATION CONCERNING THE INSURED:

NAME (Last)	(First)	(Middle)	DATE OF BIRTH (Month, day, year)
Phillips,	David	A.	

PLACE AN "X" IN THE APPROPRIATE BOX BELOW TO SHOW WHETHER YOU ARE:

☐ AN EMPLOYEE ☒ RETIRED OR AN APPLICANT FOR RETIREMENT ☐ RECEIVING FEDERAL EMPLOYEES' COMPENSATION BENEFITS OR AN APPLICANT FOR SUCH BENEFITS

IF YOU ARE RETIRED OR RECEIVING FEDERAL EMPLOYEES' COMPENSATION GIVE YOUR "CSA," "CSL," "A," or "X" NUMBER

(CSA, CSL, A, or X number)

DEPARTMENT OR AGENCY IN WHICH PRESENTLY EMPLOYED (If retired, former department or agency):

(Department or agency)	(Bureau)	(Division)	(Location—City, State, and ZIP Code)
Central Intelligence Agency			Langley, Va.

I, the individual identified above, canceling any and all previous Designations of Beneficiary under the Federal Employees Group Life Insurance Program heretofore made by me, do now designate the beneficiary or beneficiaries named below to receive any amount of LIFE INSURANCE and ACCIDENTAL DEATH INSURANCE due and payable at my death. I understand that this Designation of Beneficiary will remain in full force and effect, with respect to any amount payable, unless or until canceled by me in writing, or until such time as it is automatically canceled (see regulation "f" on reverse side of duplicate copy).

INFORMATION CONCERNING THE BENEFICIARY OR BENEFICIARIES (SEE EXAMPLES OF DESIGNATIONS):

Type or print first name, middle initial, and last name of each beneficiary	Type or print address (including ZIP Code) of each beneficiary	Relationship	Share to be paid to each beneficiary
VIRGINIA S. PHILLIPS	8124 Fruit Trail Dr. Bethesda, MD. 20034	WIFE	ALL
FOR DISTRIBUTION ACCORDING			
TO MY WILL. [initials]			

For each type of insurance (regular and optional): (1) I hereby direct, unless otherwise indicated above, that if more than one beneficiary is named, the share of any beneficiary who may predecease me shall be distributed equally among the surviving beneficiaries, or entirely to the survivor. (2) I understand that this Designation of Beneficiary shall be void if none of the designated beneficiaries is living at the time of my death.

I hereby specifically reserve the right to cancel or change this Designation of Beneficiary at any time without knowledge or consent of the beneficiary.

(Date of execution—month, day, year) [signature] (Signature of insured)

WITNESSES TO SIGNATURE (*A witness is ineligible to receive payment as a beneficiary*):

(Signature of witness)	(Number and street)	(City, State, and ZIP Code)
Phillip R. Devore	1218 Oronoco St.	Alex. Va. 22314
[illegible] B. Johnson	[illegible]	Vienna, Va. 22180

PRINT OR TYPE NAME AND ADDRESS (including ZIP Code) OF INSURED

THIS SPACE RESERVED FOR RECEIVING AGENCY

PERSONNEL
OFFICE OF
MAY 5 4 28 PM '75
PERSONAL AFFAIRS
BRANCH

(Indicate date and by whom received)

SEE REVERSE SIDE OF DUPLICATE COPY FOR INSTRUCTIONS ON WHERE TO FILE THESE FORMS.
DO NOT FILE WITH THE OFFICE OF FEDERAL EMPLOYEES' GROUP LIFE INSURANCE.

14-00000

ADMINISTRATIVE
Internal Use Only

S/E FILE PUNCHED BY

REPORT OF SERVICE ABROAD

TO: Office of Personnel, Control Division, Statistical Reporting Branch.

SERIAL NO. 1-6	NAME LAST	FIRST	MIDDLE
024345	(Print) PHILLIPS	DAVID	A

INSTRUCTIONS

USE APPROPRIATE SPACE BELOW TO REPORT DATA FOR EITHER PCS OR TDY. INSERT APPROPRIATE CODE NUMBER IN "CODE" COLUMN TO DESIGNATE WHETHER SUBMISSION IS OF BASIC DATA, CORRECTION, OR CANCELLATION (One only). REPORT DATES BY USING THE NUMBER FOR THE MONTH, AND LAST TWO DIGITS ONLY FOR YEAR. REFER TO OFI NO. 58, REVISED.

PCS DATES OF SERVICE

ARRIVAL O/S MONTH 25-26	DAY 27-28	YEAR 29-30	DEPARTURE O/S MONTH 31-32	DAY 33-34	YEAR 35-36	TYPE OF DATA: 1 - PCS (Basic) 3 - CORRECTION 5 - CANCELLATION	CODE 37	O/P USE ONLY 38	39	COUNTRY	CODE 40-42

TDY DATES OF SERVICE

ARRIVAL O/S MONTH 25-26	DAY 27-28	YEAR 29-30	DEPARTURE O/S MONTH 31-32	DAY 33-34	YEAR 35-36	TYPE OF DATA: 2 - TDY (Basic) 4 - CORRECTION 6 - CANCELLATION	CODE 37	O/P USE ONLY 38	39	AREA(S)	CODE 40-42
11	03	74	11	15	74		2			EUR	801

OFFICE OF PERSONNEL USE ONLY - PUNCH AREA

SOURCE DOCUMENT AND CERTIFICATION

✓ TRAVEL VOUCHER	DISPATCH
CABLE	DUTY STATUS OR TIME AND ATTENDANCE REPORT
OTHER (Specify)	
DOCUMENT IDENTIFICATION NO.	DOCUMENT DATE/PERIOD

REMARKS

PREPARED BY	REPORT ANNOTATED ON CONTROL DOCUMENT ✓	ABOVE DATA CERTIFIED CORRECT, BASED UPON SOURCE DOCUMENT CITED
OCO		
✓ C & L DIVISION, CTRS.	DATE 2/14/75	SIGNATURE Donald W Black
C & T DIVISION		

THIS REPORT WILL BE FILED IN THE OFFICE OF PERSONNEL IN THE INDIVIDUAL'S OFFICIAL PERSONNEL FOLDER

FORM 2-74 1451a USE PREVIOUS EDITIONS

ADMINISTRATIVE-Internal Use Only

(4-10)

14-00000

ADMINISTRATIVE
Internal Use Only

REPORT OF SERVICE ABROAD

FILE PUNCHED BY

TO: Office of Personnel, Control Division, Statistical Reporting Branch

SERIAL NO.	NAME LAST	FIRST	MIDDLE
1-6	(Print)	7-24	
024345	Phillips	David	A

INSTRUCTIONS

USE APPROPRIATE SPACE BELOW TO REPORT DATA FOR EITHER PCS OR TDY. INSERT APPROPRIATE CODE NUMBER IN "CODE" COLUMN TO DESIGNATE WHETHER SUBMISSION IS OF BASIC DATA, CORRECTION, OR CANCELLATION (One only). REPORT DATES BY USING THE NUMBER FOR THE MONTH, AND LAST TWO DIGITS ONLY FOR YEAR. REFER TO OFI NO. 58 FOR USE.

PCS DATES OF SERVICE

ARRIVAL O/S MONTH	DAY	YEAR	DEPARTURE O/S MONTH	DAY	YEAR	TYPE OF DATA	CODE	O/P USE ONLY	COUNTRY	CODE
25-26	27-28	29-30	31-32	33-34	35-36	1. PCS (Basic) 3. CORRECTION 5. CANCELLATION	37	38 39		40-42

TDY DATES OF SERVICE

ARRIVAL O/S MONTH	DAY	YEAR	DEPARTURE O/S MONTH	DAY	YEAR	TYPE OF DATA	CODE	O/P USE ONLY	AREA(S)	CODE
25-26	27-28	29-30	31-32	33-34	35-36	2. TDY (Basic) 4. CORRECTION 6. CANCELLATION	37	38 39		40-42
12	13	74	12	15	74		2		-9 Area	31

OFFICE OF PERSONNEL USE ONLY - PUNCH AREA

SOURCE DOCUMENT AND CERTIFICATION

X	TRAVEL VOUCHER		DISPATCH
	CABLE		DUTY STATUS OR TIME AND ATTENDANCE REPORT
	OTHER (Specify)		

DOCUMENT IDENTIFICATION NO.

DOCUMENT DATE/PERIOD 13-15 Dec '74

REMARKS

PREPARED BY		REPORT ANNOTATED ON CONTROL DOCUMENT	ABOVE DATA CERTIFIED CORRECT BASED UPON SOURCE DOCUMENT LISTED
	OCO		
X	C & L DIVISION, CTRL	DATE 6 Feb '75	SIGNATURE [signature]
	C & T DIVISION		

THIS REPORT WILL BE FILED IN THE OFFICE OF PERSONNEL IN THE INDIVIDUAL'S OFFICIAL PERSONNEL FOLDER

FORM 2-74 1451a USE PREVIOUS EDITIONS

ADMINISTRATIVE-Internal Use Only

(4-10)

FILE COPY OF STANDARD FORM 56

"AGENCY CERTIFICATION OF INSURANCE STATUS—

FEDERAL EMPLOYEES GROUP LIFE INSURANCE PROGRAM"

on file with the Retirement Operations Branch,

Office of Personnel (x3257).

ELECTION, DECLINATION, OR WAIVER OF LIFE INSURANCE COVERAGE
FEDERAL EMPLOYEES GROUP LIFE INSURANCE PROGRAM

IMPORTANT AGENCY INSTRUCTIONS ON BACK OF ORIGINAL

TO COMPLETE THIS FORM—

1 FOLLOW THESE GENERAL INSTRUCTIONS:

- Read the back of the "Duplicate" carefully before you fill in the form.
- Fill in BOTH COPIES of the form. Type or use ink.
- Do not detach.

2 FILL IN THE IDENTIFYING INFORMATION BELOW (please print or type):

NAME (last)	(first)	(middle)	DATE OF BIRTH (month, day, year)	SOCIAL SECURITY NUMBER
Phillips	David	Atlee	October 31 1922	460 28 3930

EMPLOYING DEPARTMENT OR AGENCY	LOCATION (City, State, ZIP Code)
Department of State	American Embassy, Rio de Janerio

HAVE YOU EVER BEFORE FILED AN "ELECTION, DECLINATION OR WAIVER OF LIFE INSURANCE COVERAGE"? ☐ YES ☒ NO

If "YES," your last such form remains in effect and you should not file this new form unless you want to change the old one. (See Instructions for Employees on page 4) Not to the best of my memory, but I cannot remember positively.

3 MARK AN "X" IN ONE OF THE BOXES BELOW (do NOT mark more than one):

Mark here if you WANT BOTH optional and regular insurance → ☒ **(A)**

ELECTION OF OPTIONAL (IN ADDITION TO REGULAR) INSURANCE
I elect the $10,000 additional optional insurance and authorize the required deductions from my salary, compensation, or annuity to pay the full cost of the optional insurance. This optional insurance is in addition to my regular insurance.

Mark here if you DO NOT WANT OPTIONAL but do want regular insurance → ☐ **(B)**

DECLINATION OF OPTIONAL (BUT NOT REGULAR) INSURANCE
I decline the $10,000 additional optional insurance. I understand that I cannot elect optional insurance until at least 1 year after the effective date of this declination and unless at the time I apply for it I am under age 50 and present satisfactory medical evidence of insurability. I understand also that my regular insurance is not affected by this declination of additional optional insurance.

Mark here if you WANT NEITHER regular nor optional insurance → ☐ **(C)**

WAIVER OF LIFE INSURANCE COVERAGE
I desire not to be insured and I waive coverage under the Federal Employees Group Life Insurance Program. I understand that I cannot cancel this waiver and obtain regular insurance until at least 1 year after the effective date of this waiver and unless at the time I apply for insurance I am under age 50 and present satisfactory medical evidence of insurability. I understand also that I cannot now or later have the $10,000 additional optional insurance unless I have the regular insurance.

4 DATE AND SIGN. RETURN THE ENTIRE FORM TO YOUR EMPLOYING OFFICE.

SIGNATURE (do not print)

DATE
20 March 1970

FOR EMPLOYING OFFICE USE ONLY
(official receiving date stamp)

Received March 20, 1970
Mary E. Murphy
Personnel Officer
Amembassy Rio de Janeiro

See Table of Effective Dates on back of Original

ORIGINAL COPY—Retain in Official Personnel Folder

STANDARD FORM No. 176
FPM Supplement 870-1
176-102

SECRET

ELECTION, DECLINATION, OR WAIVER OF LIFE INSURANCE COVERAGE
FEDERAL EMPLOYEES GROUP LIFE INSURANCE PROGRAM

IMPORTANT AGENCY INSTRUCTIONS ON BACK OF ORIGINAL

TO COMPLETE THIS FORM—

1 FOLLOW THESE GENERAL INSTRUCTIONS:

- Read the back of the "Duplicate" carefully before you fill in the form.
- Fill in BOTH COPIES of the form. Type or use ink.
- Do not detach any part.

2 FILL IN THE IDENTIFYING INFORMATION BELOW (please print or type):

NAME (last) (first) (middle)	DATE OF BIRTH (month, day, year)	SOCIAL SECURITY NUMBER
024345 Phillips David Atlee	31 Oct 1922	460 28 3930
EMPLOYING DEPARTMENT OR AGENCY	LOCATION (City, State, ZIP Code)	

3 MARK AN "X" IN ONE OF THE BOXES BELOW (do NOT mark more than one):

Mark here if you WANT BOTH optional and regular insurance [ ] (A)

ELECTION OF OPTIONAL (IN ADDITION TO REGULAR) INSURANCE
I elect the $10,000 additional optional insurance and authorize the required deductions from my salary, compensation, or annuity to pay the full cost of the optional insurance. This optional insurance is in addition to my regular insurance.

Mark here if you DO NOT WANT OPTIONAL but do want regular insurance [X] (B)

DECLINATION OF OPTIONAL (BUT NOT REGULAR) INSURANCE
I decline the $10,000 additional optional insurance. I understand that I cannot elect optional insurance until at least 1 year after the effective date of this declination and unless at the time I apply for it I am under age 50 and present satisfactory medical evidence of insurability. I understand also that my regular insurance is not affected by this declination of additional optional insurance.

Mark here if you WANT NEITHER regular nor optional insurance [ ] (C)

WAIVER OF LIFE INSURANCE COVERAGE
I desire not to be insured and I waive coverage under the Federal Employees Group Life Insurance Program. I understand that I cannot cancel this waiver and obtain regular insurance until at least 1 year after the effective date of this waiver and unless at the time I apply for insurance I am under age 50 and present satisfactory medical evidence of insurability. I understand also that I cannot now or later have the $10,000 additional optional insurance unless I have the regular insurance.

4 SIGN AND DATE. IF YOU MARKED BOX "A" OR "C", COMPLETE THE "STATISTICAL STUB," THEN RETURN THE ENTIRE FORM TO YOUR EMPLOYING OFFICE.

SIGNATURE (do not print)
[signature]

DATE
13 February 1968

FOR EMPLOYING OFFICE USE ONLY
(official receiving date stamp)
RECEIVED PERSONNEL
FEB 19 2 34 PM '68

See Table of Effective Dates on back of Original

ORIGINAL COPY—Retain in Official Personnel Folder

SECRET

STANDARD FORM No. 176-T
JANUARY 1968
(For use only until April 14 1968)
176-101

14-00000

DDF

REPORT OF HONOR AND MERIT AWARDS BOARD

DATE	11 March 1975

The Honor and Merit Awards Board having considered a recommendation that:

SERIAL OR ID NO.	NAME (Last-First-Middle)	BIRTHYEAR	SEX	TYPE EMPLOYEE
024345	PHILLIPS, David A.	1922	M	Staff

OFFICE OF ASSIGNMENT	SD	SCHEDULE	GRADE	STATION
DDO/LA	D	GS	18	

BE AWARDED

Distinguished Intelligence Medal

☐ FOR HEROIC ACTION ON

☒ FOR MERITORIOUS SERVICE OR ACHIEVEMENT DURING THE PERIOD 1953 - Present

☒ RECOMMENDS APPROVAL ☐ DOES NOT RECOMMEND APPROVAL

☐ RECOMMENDS AWARD OF

UNCLASSIFIED CITATION

Mr. David A. Phillips is hereby awarded the Distinguished Intelligence Medal in recognition of his outstanding service to the Central Intelligence Agency for more than 22 years. Throughout his career Mr. Phillips has held a series of highly important positions in Headquarters and overseas, including four assignments as Chief of Station. In each instance his superior accomplishments were marked by his broad area knowledge, initiative, drive and imagination. His most recent assignment as Chief of a major division is further evidence of his exceptional capability. Mr. Phillips' efforts during his career constitute a major contribution to the mission of the Agency, reflecting great credit on him and the Federal service.

REMARKS

(Recommendation approved by DD/O on 5 March 1975)

APPROVED	
/s/ Vernon A. Walters	SIGNATURE: (Signed) F. W. M. Janney
DEPUTY DIRECTOR OF CENTRAL INTELLIGENCE	TYPED NAME OF CHAIRMAN, HONOR AND MERIT AWARDS BOARD: F. W. M. Janney
2? MAR 1975	SIGNATURE: [illegible]
DATE	TYPED NAME OF RECORDER: R. L. Austin, Jr.

FORM 9-73 382 OBSOLETE PREVIOUS EDITIONS (4)

OPF

SECRET
CLASSIFICATION

RECOMMENDATION FOR HONOR OR MERIT AWARD

(Submit in triplicate - see HR 20-37)

SECTION A

1. EMPLOYEE NO.	2. NAME OF PERSON RECOMMENDED (Last, First, Middle)	3. POSITION TITLE
024345	Phillips, David A.	Division Chief

4. GRADE	5. SD	6. OFFICE OF ASSIGNMENT	7. RECOMMENDED AWARD
GS-18	D	DDO/LA	Distinguished Intelligence Medal

8. INCLUSIVE DATES FOR WHICH RECOMMENDED	9. IF RETIRING, DATE OF RETIREMENT	10. POSTHUMOUS YES	NO
1953 - May 1975	9 May 1975	XX	

11. HOME ADDRESS	12. HOME PHONE
8224 Stone Trail Drive Bethesda, Maryland	365-0527

SECTION B

LIST ANY PERSONNEL GIVEN AN AWARD OR RECOMMENDED FOR AWARD WHO ASSISTED IN THE ACT OR PARTICIPATED IN THE PERFORMANCE.

13. FULL NAME	14. TYPE OF AWARD

SECTION C

ATTACH NARRATIVE DESCRIPTION OF PERFORMANCE OR SERVICE WARRANTING AWARD, ANY SUPPORTING DOCUMENTS AND A PROPOSED, UNCLASSIFIED CITATION.

SECTION D

15. TITLE AND SIGNATURE OF EMPLOYEE MAKING RECOMMENDATION	DATE
William E. Nelson Deputy Director for Operations	

	TITLE AND SIGNATURE	DATE
16. HEAD OF D CAREER SERVICE (Career service of nominee)	See Item #18	
17. DEPUTY DIRECTOR OF CAREER SERVICE	See Item #18	
18. DEPUTY DIRECTOR OF OPERATING COMPONENT	Deputy Director for Operations	

FORM 11-73 600 OBSOLETE PREVIOUS EDITIONS

CLASSIFICATION
SECRET

E-2, IMPDET CL. BY: (4)

SECRET

OPF

Mr. David A. Phillips is retiring after a distinguished career with the Agency. He has been an employee of the Agency since 1951 when he initially joined as a Contract employee. He served with distinction in Santiago, Guatamalā City, Havana, Beirut, Mexico City, Rio de Janeiro, Brasilia, and Caracas. His excellent command of both Spanish and Portuguese has enhanced each of his assignments in Latin America. A true DDOer, fifteen years of this glorious and active career were spent overseas. His outstanding dedication and devotion to the cause of freedom won for him in 1956, the Intelligence Medal of Merit. His file is replete with letters of commendation and appreciation from the DCI, DDCI, the former President of the Dominican Republic, Ambassadors, and military commanders, all of whom recognized the uniqueness of his outstanding service. Mr. Phillips has been highly effective as a senior member of the Latin American Division which has been under his immediate command since 1973. An excerpt from a late fitness report nicely characterizes the caliber of his work. "It is as a senior operations officer that Mr. Phillips has had the greatest experience, and it is not surprising that he has made an excellent input into the improvement of operational matters throughout the many areas of this hemisphere for which he is responsible." Mr. Phillips will be remembered for his initiative, drive and imagination, and for the excellence of his representational responsibilities which in large part is attributable to his native charm, area knowledgeability and superb language skills. He will be remembered for his intent capability and desire to fulfill the needs of the Organization. It is fitting and proper that upon his retirement, Mr. Phillips be recognized with the award of the Distinguished Intelligence Medal.

SECRET

CONFIDENTIAL

Da[illegible]l A. Phillips

5 JUN 1974

Dear Dave,

You have just finished an important albeit grueling GS-16 Evaluation Exercise at my direction. The recommendations for promotion and executive development you gave me were a major factor in my recommendations to the Director for the upward movement of officers who will be the top management cadre of the Directorate in the near future.

I believe you will find that the last several weeks will have sharpened your focus on one of our most important management responsibilities, our personnel. Many thanks for a job well done.

Bill

William E. Nelson
Deputy Director for Operations

E2 IMPDET CL BY 056788

CONFIDENTIAL

SECRET
(When Filled In)

REPORT OF SERVICE ABROAD

TO: Office of Personnel, Transactions and Records Branch, Status Section

FILE PUNCHED BY

SERIAL NO. 1-6	NAME LAST (Print) 7-24	FIRST	MIDDLE
024345	Phillips	DAVID	

INSTRUCTIONS

USE APPROPRIATE SPACE BELOW TO REPORT DATA FOR EITHER PCS OR TDY. INSERT APPROPRIATE CODE NUMBER IN "CODE" COLUMN TO DESIGNATE WHETHER SUBMISSION IS OF BASIC DATA, CORRECTION, OR CANCELLATION (One only). REPORT DATES BY USING THE NUMBER FOR THE MONTH, AND LAST TWO DIGITS ONLY FOR YEAR. REFER TO OPI NO. 58, REVISED.

PCS DATES OF SERVICE

ARRIVAL O/S MONTH 25-26	DAY 27-28	YEAR 29-30	DEPARTURE O/S MONTH 31-32	DAY 33-34	YEAR 35-36	TYPE OF DATA: 1 - PCS (Basic) 3 - CORRECTION 5 - CANCELLATION	CODE 37	O/P USE ONLY 38 39	COUNTRY	CODE 40-42

TDY DATES OF SERVICE

ARRIVAL O/S MONTH 25-26	DAY 27-28	YEAR 29-30	DEPARTURE O/S MONTH 31-32	DAY 33-34	YEAR 35-36	TYPE OF DATA: 2 - TDY (Basic) 4 - CORRECTION 6 - CANCELLATION	CODE 37	O/P USE ONLY 38 39	AREA(S)	CODE 40-42
11	11	73	11	26	73		2		WESTERN Hemisphere	811

OFFICE OF PERSONNEL USE ONLY - PUNCH AREA

E-2 IMPDET CL BY 023?

SOURCE DOCUMENT AND CERTIFICATION

X	TRAVEL VOUCHER		DISPATCH
	CABLE		DUTY STATUS OR TIME AND ATTENDANCE REPORT
	OTHER (Specify)		

DOCUMENT IDENTIFICATION NO. WH BTO 1/74

DOCUMENT DATE/PERIOD 11/11 - 12/4/73

REMARKS

PREPARED BY		X REPORT ANNOTATED ON CONTROL DOCUMENT	ABOVE DATA CERTIFIED CORRECT, BASED UPON SOURCE DOCUMENT CITED
	OCO		
X	C & L DIVISION, CTDR.	DATE 1/23/74	SIGNATURE [signature]
	C & T DIVISION		

THIS REPORT WILL BE FILED IN THE OFFICE OF PERSONNEL IN THE INDIVIDUAL'S OFFICIAL PERSONNEL FOLDER

FORM 3-67 1451a OBSOLETE PREVIOUS EDITIONS

SECRET

GROUP 1 EXCLUDED FROM AUTOMATIC DOWNGRADING AND DECLASSIFICATION

(4-10)

14-00000

SECRET
(When Filled In)

REPORT OF SERVICE ABROAD

TO: Office of Personnel, Transactions and Records Branch, Status Section

FILE PUNCHED BY [illegible]

SERIAL NO. 1-6	NAME LAST (Print)	FIRST 7-24	MIDDLE
024345	Phillips	David	

INSTRUCTIONS

USE APPROPRIATE SPACE BELOW TO REPORT DATA FOR EITHER PCS OR TDY. INSERT APPROPRIATE CODE NUMBER IN "CODE" COLUMN TO DESIGNATE WHETHER SUBMISSION IS OF BASIC DATA, CORRECTION, OR CANCELLATION (One only). REPORT DATES BY USING THE NUMBER FOR THE MONTH, AND LAST TWO DIGITS ONLY FOR YEAR. REFER TO OFI NO. 50, REVISED.

PCS DATES OF SERVICE

ARRIVAL O/S MONTH 25-26	DAY 27-28	YEAR 29-30	DEPARTURE O/S MONTH 31-32	DAY 33-34	YEAR 35-36	TYPE OF DATA: 1 - PCS (Basic), 3 - CORRECTION, 5 - CANCELLATION	CODE 37	O/P USE ONLY 38	39	COUNTRY	CODE 40-42

TDY DATES OF SERVICE

ARRIVAL O/S MONTH 25-26	DAY 27-28	YEAR 29-30	DEPARTURE O/S MONTH 31-32	DAY 33-34	YEAR 35-36	TYPE OF DATA: 2 - TDY (Basic), 4 - CORRECTION, 6 - CANCELLATION	CODE 37	O/P USE ONLY 38	39	AREA(S)	CODE 40-42
11	29	73	12	04	73		2			Western Hemisphere	811

OFFICE OF PERSONNEL USE ONLY - PUNCH AREA

[illegible]

SOURCE DOCUMENT AND CERTIFICATION

X	TRAVEL VOUCHER		DISPATCH
	CABLE		DUTY STATUS OR TIME AND ATTENDANCE REPORT
	OTHER (Specify)		

DOCUMENT IDENTIFICATION NO.: WH BTO #1/74

DOCUMENT DATE/PERIOD: 11/[illegible] - 12/4/73

REMARKS

PREPARED BY		REPORT ANNOTATED ON CONTROL DOCUMENT	ABOVE DATA CERTIFIED CORRECT, BASED UPON SOURCE DOCUMENT CITED
	DCO	X	
X	C & L DIVISION, CTRS.	DATE 1/23/74	SIGNATURE [signature]
	C & T DIVISION		

THIS REPORT WILL BE FILED IN THE OFFICE OF PERSONNEL IN THE INDIVIDUAL'S OFFICIAL PERSONNEL FOLDER

FORM 3-67 1451a OBSOLETE PREVIOUS EDITIONS

SECRET

(4-10)

14-00000

SECRET
(When Filled In)

REPORT OF SERVICE ABROAD

TO: Office of Personnel, Control Division, Statistical Reporting B[illegible]

FILE PUNCHED BY [illegible]

SERIAL NO. 1-6	NAME LAST (Print)	FIRST 7-24	MIDDLE
024345	PHILLIPS	DAVID	A.

INSTRUCTIONS

USE APPROPRIATE SPACE BELOW TO REPORT DATA FOR EITHER PCS OR TDY. INSERT APPROPRIATE CODE NUMBER IN "CODE" COLUMN TO DESIGNATE WHETHER SUBMISSION IS OF BASIC DATA, CORRECTION, OR CANCELLATION (One only). REPORT DATES BY USING THE NUMBER FOR THE MONTH, AND LAST TWO DIGITS ONLY FOR YEAR. REFER TO OFI NO. 58, REVISED.

PCS DATES OF SERVICE

FILE PUNCHED BY [illegible]

ARRIVAL O/S MONTH 25-26	DAY 27-28	YEAR 29-30	DEPARTURE O/S MONTH 31-32	DAY 33-34	YEAR 35-36	TYPE OF DATA: 1 - PCS (Basic) 3 - CORRECTION 5 - CANCELLATION; CODE 37	O/P USE ONLY 38 39	COUNTRY	CODE 40-42

TDY DATES OF SERVICE

ARRIVAL O/S MONTH 25-26	DAY 27-28	YEAR 29-30	DEPARTURE O/S MONTH 31-32	DAY 33-34	YEAR 35-36	TYPE OF DATA: 2 - TDY (Basic) 4 - CORRECTION 6 - CANCELLATION; CODE 37	O/P USE ONLY 38 39	AREA(S)	CODE 40-42
02	11	74	03	09	74	2		South America	811

OFFICE OF PERSONNEL USE ONLY - PUNCH AREA

E-2 IMPDET CL BY [illegible]

SOURCE DOCUMENT AND CERTIFICATION

X	TRAVEL VOUCHER		DISPATCH
	CABLE		DUTY STATUS OR TIME AND ATTENDANCE REPORT
	OTHER (Specify)		

DOCUMENT IDENTIFICATION NO. WH 1-74

DOCUMENT DATE/PERIOD 11 Feb - 9 March 74

REMARKS

PREPARED BY		REPORT ANNOTATED ON CONTROL DOCUMENT	ABOVE DATA CERTIFIED CORRECT, BASED UPON SOURCE DOCUMENT CITED
	OCO	X	
X	C & L DIVISION, CTBR.	DATE 1 May 74	SIGNATURE Tom Zacharias
	C & T DIVISION		

THIS REPORT WILL BE FILED IN THE OFFICE OF PERSONNEL IN THE INDIVIDUAL'S OFFICIAL PERSONNEL FOLDER

FORM 4-71 1451a OBSOLETE PREVIOUS EDITIONS

SECRET

(4-10)

14-00000

SECRET
(When Filled In)

PUNCHED BY

REPORT OF SERVICE ABROAD

TO: Office of Personnel, Control Division, Statistical Reporting Branch

SERIAL NO.	NAME LAST	FIRST	MIDDLE
1-6	(Print)	7-21	
037345	PHILLIPS	DAVID	A

INSTRUCTIONS

USE APPROPRIATE SPACE BELOW TO REPORT DATA FOR EITHER PCS OR TDY. INSERT APPROPRIATE CODE NUMBER IN "CODE" COLUMN TO DESIGNATE WHETHER SUBMISSION IS OF BASIC DATA, CORRECTION, OR CANCELLATION (One only). REPORT DATES BY USING THE NUMBER FOR THE MONTH, AND LAST TWO DIGITS ONLY FOR YEAR. REFER TO OFI NO. 38, REVISED.

PCS DATES OF SERVICE

ARRIVAL O/S MONTH 25-26	DAY 27-28	YEAR 29-30	DEPARTURE O/S MONTH 31-32	DAY 33-34	YEAR 35-36	TYPE OF DATA: 1 - PCS (Basic) 3 - CORRECTION 5 - CANCELLATION	CODE 37	O/P USE ONLY 38	39	COUNTRY	CODE 40-42
			06	29	72		1			BRAZIL	090

TDY DATES OF SERVICE

ARRIVAL O/S MONTH 25-26	DAY 27-28	YEAR 29-30	DEPARTURE O/S MONTH 31-32	DAY 33-34	YEAR 35-36	TYPE OF DATA: 2 - TDY (Basic) 4 - CORRECTION 6 - CANCELLATION	CODE 37	O/P USE ONLY 38	39	AREA(S)	CODE 40-42

OFFICE OF PERSONNEL USE ONLY - PUNCH AREA

SOURCE DOCUMENT AND CERTIFICATION

	TRAVEL VOUCHER		DISPATCH
X	CABLE		DUTY STATUS OR TIME AND ATTENDANCE REPORT
	OTHER (Specify)		

DOCUMENT IDENTIFICATION NO. 646685

DOCUMENT DATE/PERIOD 27 June 1972

REMARKS

PREPARED BY	REPORT ANNOTATED ON CONTROL DOCUMENT	ABOVE DATA CERTIFIED CORRECT, BASED UPON SOURCE DOCUMENT CITED
OCO		
C & L DIVISION, CTWR.	DATE 25 SEPT '72	SIGNATURE [signature]
X C & T DIVISION		

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FORM 4-71 1451a OBSOLETE PREVIOUS EDITIONS

SECRET

GROUP 1 EXCLUDED FROM AUTOMATIC DOWNGRADING AND DECLASSIFICATION

(4-10)

SECRET
(When Filled In)

SERVICE ABROAD AGREEMENT

I. GENERAL

IT IS UNDERSTOOD THAT YOU AGREE TO SERVE THE PERIOD OF SERVICE ABROAD PRESCRIBED IN SECTION II BELOW AND THAT THE GOVERNMENT IS OBLIGATED TO RETURN YOU, YOUR DEPENDENTS AND YOUR HOUSEHOLD AND PERSONAL EFFECTS UPON THE SATISFACTORY COMPLETION OF THIS PERIOD. YOUR ALLOWABLE EXPENSES WILL BE DETERMINED IN ACCORDANCE WITH AGENCY REGULATIONS.

IF YOU TERMINATE YOUR PERMANENT ASSIGNMENT OUTSIDE THE CONTINENTAL UNITED STATES BEFORE YOU COMPLETE 12 MONTHS OF CREDITABLE SERVICE FOLLOWING THE DATE OF YOUR ARRIVAL ABROAD, YOU WILL BE REQUIRED TO REIMBURSE THE GOVERNMENT FOR ALL EXPENSES IT INCURS IN THE TRAVEL AND TRANSPORTATION OF YOU, YOUR DEPENDENTS, YOUR HOUSEHOLD AND PERSONAL EFFECTS TO YOUR POST. IF YOU FAIL TO COMPLETE YOUR PRESCRIBED TOUR OF DUTY ABROAD YOU WILL NOT BE ENTITLED TO THE RETURN TRAVEL AND TRANSPORTATION OF YOURSELF, YOUR DEPENDENTS AND YOUR HOUSEHOLD AND PERSONAL EFFECTS TO THE UNITED STATES. IF, HOWEVER, AGENCY OFFICIALS DETERMINE THAT YOUR EARLY DEPARTURE IS NECESSARY FOR OFFICIAL REASONS, OR FOR PERSONAL REASONS OF SIGNIFICANT INTEREST TO THE GOVERNMENT, THEY MAY WAIVE THE REIMBURSEMENT OF EXPENSES ALREADY INCURRED, OR AUTHORIZE YOUR RETURN TRAVEL AND TRANSPORTATION, WHICHEVER IS APPLICABLE.

IF ELIGIBLE UNDER THE TERMS OF HR 20-30, YOU WILL BE GRANTED HOME LEAVE AS SOON AS IT CAN BE ARRANGED AT GOVERNMENT CONVENIENCE AFTER COMPLETION OF YOUR PRESCRIBED TOUR OF DUTY, PROVIDED YOU HAVE SERVED AT LEAST 18 MONTHS OF CONTINUOUS CREDITABLE SERVICE OUTSIDE THE UNITED STATES. HOME LEAVE AND HOME LEAVE TRAVEL ARE CONTINGENT UPON YOUR WILLINGNESS TO RETURN, AND CONTEMPLATION BY AGENCY OFFICIALS THAT YOU WILL RETURN TO SERVICE OUTSIDE THE UNITED STATES IMMEDIATELY AFTER HOME LEAVE OR UPON COMPLETION OF AN ASSIGNMENT IN THE UNITED STATES.

YOU ARE ADVISED THAT ANY MONIES DUE YOU FROM THE GOVERNMENT MAY BE APPLIED IN LIQUIDATION OF ANY INDEBTEDNESS ARISING FROM VIOLATION OF THIS AGREEMENT. YOU WILL BE AFFORDED ALL NORMAL RECOURSE IN APPEALING DECISIONS MADE PURSUANT TO THIS AGREEEMENT.

NAME OF EMPLOYEE	SD
David A. Phillips	D

II. TOUR OF DUTY ABROAD

1. NAME OF POST OF ASSIGNMENT
Caracas, Venezuela

2. PERIOD OF SERVICE ABROAD AS PRESCRIBED IN A, B, OR C BELOW

A. STANDARD TOUR OF DUTY OF 24 MONTHS X

B. NONSTANDARD TOUR OF DUTY OF ______ MONTHS PREVIOUSLY APPROVED PER HR 20-18.

OPERATING OFFICIAL
Henry L. Berthold, C/WH/Pers

C. NONSTANDARD TOUR OF DUTY OF ______ MONTHS FOR THIS TOUR ONLY FOR THE EMPLOYEE SIGNING THIS AGREEMENT. *(See HR 20-18)*

REQUESTED *(Memo attached)*
OPERATING OFFICIAL

CONCUR
CAREER SERVICE	DEPUTY DIRECTOR

APPROVED
DIRECTOR OF PERSONNEL

III. PERMANENT PLACE OF RESIDENCE

3. YOUR "PERMANENT PLACE OF RESIDENCE" IS A PLACE TO WHICH ALLOWABLE TRAVEL AND TRANSPORTATION EXPENSES MAY BE AUTHORIZED IN CERTAIN CIRCUMSTANCES PURSUANT TO HR 22. ITS DESIGNATION WILL BE KEPT IN YOUR OFFICIAL PERSONNEL FOLDER.

4. IN REQUESTING YOUR PERMANENT PLACE OF RESIDENCE IN ITEM 5 ON THE REVERSE SIDE (DEFINED IN HR 22-3) NORMALLY INDICATE THE PLACE WHERE YOU PHYSICALLY DWELLED IN THE UNITED STATES, ITS POSSESSIONS OR THE COMMONWEALTH OF PUERTO RICO AT THE TIME OF YOUR PCS TRANSFER TO A POST ABROAD. YOU MAY REQUEST IN ITEM 6 THE DESIGNATION OF ANOTHER PLACE AS YOUR PERMANENT PLACE OF RESIDENCE IF YOU CAN ESTABLISH THAT YOUR PHYSICAL DWELLING PLACE IS (or was) TRANSITORY AND THAT SUCH OTHER PLACE IS YOUR DOMICILE OR HAS PREVIOUSLY BEEN USED BY YOU AS A PHYSICAL DWELLING. INFORMATION THAT CAN BE PRESENTED IN AN ATTACHED STATEMENT AS EVIDENCE INCLUDES BUT IS NOT LIMITED TO, STATE VOTING REGISTRATION, PROPERTY OWNERSHIP AND PLACE WHERE INCOME OR PERSONAL PROPERTY TAXES HAVE BEEN PAID.

CLASSIFIED BY [signature]
(unless impossible, insert date or event)

WARNING NOTICE
SENSITIVE INTELLIGENCE SOURCES AND METHODS INVOLVED

FORM 3154 6-70 REPLACES FORM 311A (2-56) WHICH IS OBSOLETE

SECRET

GROUP 1
EXCLUDED FROM AUTOMATIC DOWNGRADING AND DECLASSIFICATION

(12-21-27)

CONTINUED ON THE REVERSE

SECRET
(When Filled In)

5. PHYSICAL DWELLING PLACE (Permanent Place of Residence unless address in item 6 is approved in lieu thereof)	6. OTHER PLACE REQUESTED (Requested Permanent Place of Residence if different from item 5)
FULL ADDRESS 5224 Stone Trail Drive [illegible] Md.	FULL ADDRESS

APPROVED		CONCUR / APPROVED	
DEPUTY DIRECTOR for [signature]	DATE 7 Aug 1972	CONCUR — DEPUTY DIRECTOR	DATE
		APPROVED — DIRECTOR OF PERSONNEL	DATE

IV. HOME LEAVE POINT

7. AMONG THE PLACES YOU MAY REQUEST AS A HOME LEAVE POINT ARE: YOUR PERMANENT PLACE OF RESIDENCE SHOWN ABOVE, HEADQUARTERS AREA, AND WHERE YOUR CHILDREN, PARENTS, PARENTS-IN-LAW, BROTHERS, SISTERS, BROTHERS-IN-LAW, OR SISTERS-IN-LAW RESIDE.

8. YOU MAY REQUEST FOR APPROVAL SOME OTHER POINT SUBJECT TO THE PROVISIONS OF HR 20-309(3)(C). THE REQUEST MUST BE ACCOMPANIED BY A MEMORANDUM EXPLAINING THE CIRCUMSTANCES.

9. DESIGNATION PER ITEM 7 ABOVE	10. DESIGNATION PER ITEM 8 ABOVE.
FULL ADDRESS Same as 5 above.	FULL ADDRESS
RELATIONSHIP OF RELATIVE AT HOME LEAVE POINT [illegible]	

APPROVED		CONCUR / APPROVED	
DEPUTY DIRECTOR for [signature]	DATE 7 Aug 1972	CONCUR — DEPUTY DIRECTOR	DATE
		APPROVED — DIRECTOR OF PERSONNEL	DATE

EMPLOYEE CERTIFICATION

I have read and understand my service obligations and travel entitlements as described in this agreement.

SIGNATURE OF EMPLOYEE	DATE
[signature]	7/28/72

SECRET

14-00000

SECRET
(When Filled In)

REPORT OF SERVICE ABROAD

FILE PUNCHED BY

TO: Office of Personnel, Transactions and Records Branch, Status Section

SERIAL NO.	NAME		
	LAST	FIRST	MIDDLE
1-6	(Print)	7-24	
024345	Phillips	David	A

INSTRUCTIONS

USE APPROPRIATE SPACE BELOW TO REPORT DATA FOR EITHER PCS OR TDY. INSERT APPROPRIATE CODE NUMBER IN "CODE" COLUMN TO DESIGNATE WHETHER SUBMISSION IS OF BASIC DATA, CORRECTION, OR CANCELLATION (One only). REPORT DATES BY USING THE NUMBER FOR THE MONTH, AND LAST TWO DIGITS ONLY FOR YEAR. REFER TO OFI NO. 58.-REVISED.

PCS DATES OF SERVICE

ARRIVAL O/S			DEPARTURE O/S			TYPE OF DATA		O/P USE ONLY		COUNTRY	
MONTH	DAY	YEAR	MONTH	DAY	YEAR	1 - PCS (Basic) 3 - CORRECTION 5 - CANCELLATION	CODE				CODE
25-26	27-28	29-30	31-32	33-34	35-36		37	38	39		40-42
2 7	1 6	7 1					3			Brazil	0 7 0

TDY DATES OF SERVICE

ARRIVAL O/S			DEPARTURE O/S			TYPE OF DATA		O/P USE ONLY		AREA(S)	
MONTH	DAY	YEAR	MONTH	DAY	YEAR	2 - TDY (Basic) 4 - CORRECTION 6 - CANCELLATION	CODE				CODE
25-26	27-28	29-30	31-32	33-34	35-36		37	38	39		40-42

OFFICE OF PERSONNEL USE ONLY - PUNCH AREA

SOURCE DOCUMENT AND CERTIFICATION

	TRAVEL VOUCHER		DISPATCH
✓	CABLE		DUTY STATUS OR TIME AND ATTENDANCE REPORT
	OTHER (Specify)		

DOCUMENT IDENTIFICATION NO. 14177

DOCUMENT DATE/PERIOD 13 July 1971

REMARKS Correction
BRASILIA — LATERAL

PREPARED BY	REPORT ANNOTATED ON CONTROL DOCUMENT	ABOVE DATA CERTIFIED CORRECT, BASED UPON SOURCE DOCUMENT CITED
OCO		
C & L DIVISION, C'BR.	DATE 7/19/71	SIGNATURE Marylin Burleson
C & T DIVISION		

THIS REPORT WILL BE FILED IN THE OFFICE OF PERSONNEL IN THE INDIVIDUAL'S OFFICIAL PERSONNEL FOLDER

FORM 3-67 1451a OBSOLETE PREVIOUS EDITIONS

SECRET

GROUP 1

(4-10)

14-00000

SECRET
(When Filled In)

REPORT OF SERVICE ABROAD

FILE PUNCHED BY

TO: Office of Personnel, Transactions and Records Branch, Status Section

SERIAL NO.	NAME		
	LAST	FIRST	MIDDLE
1-6	(Print)	7-24	
C24345	Phillips	David	A

INSTRUCTIONS

USE APPROPRIATE SPACE BELOW TO REPORT DATA FOR EITHER PCS OR TDY. INSERT APPROPRIATE CODE NUMBER IN "CODE" COLUMN TO DESIGNATE WHETHER SUBMISSION IS OF BASIC DATA, CORRECTION, OR CANCELLATION (One only). REPORT DATES BY USING THE NUMBER FOR THE MONTH, AND LAST TWO DIGITS ONLY FOR YEAR. REFER TO OFI NO. 58, REVISED.

PCS DATES OF SERVICE

ARRIVAL O/S			DEPARTURE O/S			TYPE OF DATA		O/P USE ONLY		COUNTRY	
MONTH	DAY	YEAR	MONTH	DAY	YEAR	1 - PCS (Basic) 3 - CORRECTION 5 - CANCELLATION	CODE				CODE
25-26	27-28	29-30	31-32	33-34	35-36		37	38	39		40-42
*01	11	70	07	09	71		1			Brazil	090

TDY DATES OF SERVICE

ARRIVAL O/S			DEPARTURE O/S			TYPE OF DATA		O/P USE ONLY		AREA(S)	
MONTH	DAY	YEAR	MONTH	DAY	YEAR	2 - TDY (Basic) 4 - CORRECTION 6 - CANCELLATION	CODE				CODE
25-26	27-28	29-30	31-32	33-34	35-36		37	38	39		40-42

OFFICE OF PERSONNEL USE ONLY - PUNCH AREA

SOURCE DOCUMENT AND CERTIFICATION

	TRAVEL VOUCHER		DISPATCH
✓	CABLE		DUTY STATUS OR TIME AND ATTENDANCE REPORT
	OTHER (Specify)		

DOCUMENT IDENTIFICATION NO. 13872

DOCUMENT DATE/PERIOD 8 July 1971

REMARKS Rio de Janeiro - Lateral
NO Record - date claimed

PREPARED BY		REPORT ANNOTATED ON CONTROL DOCUMENT	ABOVE DATA CERTIFIED CORRECT, BASED UPON SOURCE DOCUMENT CITED
	OCO		
	C & L DIVISION, CTRS.	DATE 7/15/71	SIGNATURE M. Burleson
✓	C & T DIVISION		

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FORM 3-67 1451a OBSOLETE PREVIOUS EDITIONS

SECRET

(4-10)

S-E-C-R-E-T

TO: Chief, WHD

FROM: Chief of Station, Santo Domingo

SUBJECT: General - Administrative
Specific - Performance of TDY Personnel During Recent DR Crisis

ACTION REQUIRED - REFERENCES

1. As Headquarters is well aware, a constant flow of TDY personnel was provided the Station by Headquarters during the crisis period of the recent revolution. Obviously, the Station would have found it most difficult, if not impossible, to perform in the fashion it did without this assistance. What deserves special comment, however, is the generally high quality of their performance under quite demanding, fluid, and, often, dangerous conditions. With few exceptions, already known to Headquarters, the TDY personnel did a magnificent job both collectively and as individuals. Considering the grade and experience of most of these officers, it can probably be assumed that this was to be expected. But, what clearly was not predictable was their willingness to accept any type of assignment regardless of grade or circumstances, their quick adaptability and initiative in an unfamiliar and confused situation, and their stamina under the stress of long and irregular work days seven days a week. Furthermore, in spite of the close working quarters, constant association, and strain inherent in this type of situation, "personality clashes" or other signs of incompatability were very few indeed.

2. Undoubtedly, Headquarters has sensed the foregoing from returnees. The purpose of sending this dispatch is to make it a matter of record and to suggest to Headquarters that their standard of performance under these conditions may merit consideration of some special recognition in the personnel files of the personnel concerned.

Continued...

Distribution:
3 - WHD

Attachment:
As stated - h/w

CROSS REFERENCE TO	DISPATCH SYMBOL AND NUMBER	DATE
	HDCT-1221	17 July 1965
	CLASSIFICATION	HQS FILE NUMBER
	S-E-C-R-E-T	

3. Without detracting one whit from the performance of any of the other officers on TDY assignment, the present COS would like to single out [illegible] and [illegible] as deserving special comment. Their performance has been exceptional. A special note is attached for [illegible]. Therefore, it is recommended that the attached memoranda be inserted into each of their personnel files.

4. Also, the COS would like to register the fact that the foregoing not only speaks highly of the TDY personnel assigned, but Headquarters as well in providing this type of support.

5. As a final comment, Headquarters may care to check this memorandum with [illegible], the COS for a good part of this period, to obtain any special comments he might wish to make in this regard -- either with respect to content or individuals whom he considered exceptional and who are not known to the present COS.

David Phillips

14-00000

S-E-C-R-E-T

17 July 1965

MEMORANDUM FOR THE RECORD

Richard W. Rastetter

SUBJECT: TDY in Santo Domingo

1. [illegible] was assigned to Station Santo Domingo on a TDY basis for the period 2 June to 16 July 1965. During this assignment, [illegible] was placed in charge of the Station CA program with special emphasis on exploiting targets of opportunity in the very fluid crisis situation then prevalent and, simultaneously, generating new assets and new approaches to lay the groundwork for the altered situation which would be confronting the Station in the post-crisis era. In addition to supervising the CA program, he handled a number of existing agents, developed some new assets, and conducted numerous special CA operations, including some quite effective black activities. On this assignment, [illegible] worked some fourteen to sixteen hours a day throughout the entire period.

2. The undersigned is aware that CIA would expect a quite professional and dedicated performance from an officer of [illegible]'s seniority, experience, and caliber; however, even taking this into consideration, his performance in every respect was exceptional, and should merit special recognition.

3. It is recommended that a copy of this memorandum be placed in [illegible]'s personnel folder.

[illegible signature]

S-E-C-R-E-T

14-00000

SECRET

CC: 9-4209

6 AUG 1969

MEMORANDUM FOR: Director of Central Intelligence

THROUGH : Deputy Director for Plans

SUBJECT : Appointment of Mr. David A. Phillips as Chief of Station, Rio de Janeiro, Brazil

1. The appointment of Mr. David A. Phillips, GS-16, as Chief of Station, Rio de Janeiro, effective on or about 15 January 1970 is recommended. Mr. Phillips would replace Mr. Robert D. Gahagen.

2. Mr. Phillips has been an employee of the Agency since 1951 initially in a contract capacity. He has served in Santiago, Guatemala City, Havana, Beirut, Mexico City and most recently as Chief, Cuban Operations Group. Mr. Phillips is fluent in the Spanish language and is scheduled for two months of full-time Portuguese training immediately prior to his departure. A biographic profile including information regarding his Agency experience and training is attached.

William V. Broe
William V. Broe
Chief
Western Hemisphere Division

Attachment
Biographic Profile (Parts 1 and 2)

SECRET

SUBJECT: Appointment of Mr. David A. Phillips as Chief of Station, Rio de Janeiro, Brazil

APPROVAL RECOMMENDED:

Deputy Director for Plans	20 Sep 69
	Date

The recommendation in paragraph one is APPROVED:

Director of Central Intelligence	1 Oct 69
	Date

14-00000

CONFIDENTIAL
(When Filled In)

Complete in original. The data recorded on this form is essential in determining travel expenses allowable in connection with leave at government expense, overseas duty, return to residence upon separation, and for providing current residence and dependency information required in the event of an employee emergency. This form will be filed in the employee's official personnel folder.

NAME OF EMPLOYEE (Last)	(First)	(Middle)	SOCIAL SECURITY NUMBER
Phillips	David	Atlee	460-28-3930

1. RESIDENCE DATA

PLACE OF RESIDENCE WHEN INITIALLY EMPLOYED BY AGENCY	LAST PLACE OF RESIDENCE IN CONTINENTAL U.S. (If appointed abroad)
Santiago, Chile	Washington, D.C.
PLACE IN CONTINENTAL U.S. DESIGNATED AS PERMANENT RESIDENCE	**HOME LEAVE RESIDENCE**
Fort Worth, Texas	Bethesda, Md. (Please note this is a change)

2. MARITAL STATUS (Check one)

SINGLE	MARRIED	SEPARATED	DIVORCED	WIDOWED	ANNULLED
	X				

IF MARRIED, PLACE OF MARRIAGE	DATE OF MARRIAGE
Potomac, Maryland	28 March 1969
IF DIVORCED, PLACE OF DIVORCE DECREE	**DATE OF DECREE**
IF WIDOWED, PLACE SPOUSE DIED	**DATE SPOUSE DIED**

IF PREVIOUSLY MARRIED, INDICATE NAME(S) OF SPOUSE, REASON(S) FOR TERMINATION, AND DATE(S)

Joan Hildebrant, incompatibility, cerca September 1941
Helen Haasch, incompatibility, ~~XX~~ 22 November 1967.

3. MEMBERS OF FAMILY

NAME OF SPOUSE	ADDRESS (No., Street, City, State, Zip Code)	TELEPHONE NO.	
Virginia S. Phillips	8224 Stone Trail Drive, Bethesda Md 20034	469-6753	
NAMES OF CHILDREN	**ADDRESS**	**SEX**	**DATE OF BIRTH**
Maria	Same as above	F	1949
David Jr	"	M	1951
Christopher	"	M	1956
(See Continuation)			

NAME OF YOUR FATHER (Or male guardian)	ADDRESS	TELEPHONE NO.
Deceased		
NAME OF YOUR MOTHER (Or female guardian)	**ADDRESS**	**TELEPHONE NO.**
Deceased		

WHAT MEMBER(S) OF YOUR FAMILY IF ANY, HAS BEEN TOLD OF YOUR AFFILIATION WITH THE ORGANIZATION IF CONTACT IS REQUIRED IN AN EMERGENCY.

My brother, Edwin T. Phillips, Jr.

4. PERSON TO BE NOTIFIED IN CASE OF EMERGENCY

NAME (Mr., Mrs., Miss) (Last-First-Middle)	RELATIONSHIP
Mr. Phillips, Edwin Thomas	Brother
HOME ADDRESS (No., Street, City, State, Zip Code)	**HOME TELEPHONE NUMBER**
Fort Worth National Bank, Bldg., Fort Worth, Texas	Unknown.
BUSINESS ADDRESS (No., Street, City, State, Zip Code) AND NAME OF EMPLOYER, IF APPLICABLE	**BUSINESS TELEPHONE & EXTENSION**
Same asa above.	Unknown

IS THE INDIVIDUAL NAMED ABOVE WITTING OF YOUR AGENCY AFFILIATION? (If "No" give name and address of organization he believes you work for.)	YES	X
Yes	NO	
IS THIS INDIVIDUAL AUTHORIZED TO MAKE DECISIONS ON YOUR BEHALF IN THE EVENT YOU ARE INCAPABLE? (If "No" give name and address of person, if any, who can make such decisions in case of emergency.)	YES	X
Yes, he is my attorney-in-fact.	NO	
DOES THIS INDIVIDUAL KNOW THAT HE HAS BEEN DESIGNATED AS YOUR EMERGENCY ADDRESSEE? (If answer is "No" explain why in item 6.)	YES	X
	NO	

The persons named in item 3 above may also be notified in case of emergency. IF SUCH NOTIFICATION IS NOT DESIRABLE BECAUSE OF HEALTH OR OTHER REASONS, PLEASE SO STATE IN ITEM 6 ON THE REVERSE SIDE OF THIS FORM.

CONTINUED ON REVERSE SIDE

CURRENT RESIDENCE AND DEPENDENCY REPORT

FORM 3-67 61 USE PREVIOUS EDITIONS. CONFIDENTIAL (4)

CONFIDENTIAL
(When Filled In)

5. VOLUNTARY ENTRIES
Experience in the handling of employee emergencies has shown that the absence of certain personal data often delays and complicates the settlement of estate and financial matters. The information requested in this section may prove very useful to your family or attorney in the event of your disability or death and will be disclosed only when circumstances warrant.
INDICATE NAME AND ADDRESS OF ANY BANKING INSTITUTIONS WITH WHICH YOU HAVE ACCOUNTS AND THE NAMES IN WHICH THE ACCOUNTS ARE CARRIED. Fort Worth National Bank, Foxrt Worth, Texas. Checking andSaving. Potomac National Bank, Potomac, Md. Checking. Columbia Federal (House mortgage). All in name David A. Phillips
ARE YOU A MEMBER OF THE NORTHWEST FEDERAL CREDIT UNION? [X] YES [ ] NO IF YES, DO YOU HAVE A JOINT ACCOUNT? [ ] YES [X] NO
HAVE YOU COMPLETED A LAST WILL AND TESTAMENT? [X] YES [ ] NO. (If "Yes" where is document located?) In possession of my brother and attorney, Edwin T. Phillips, Jr. (See above).
HAVE YOU PREPLANNED AN ARRANGED GUARDIANSHIP OF YOUR CHILDREN IN CASE OF COMMON DISASTER TO BOTH PARENTS? [ ] YES [X] NO. (If "Yes" give name(s) and address) But , My children would go their mother; my step-children to their father.
HAVE YOU EXECUTED A POWER OF ATTORNEY? [X] YES [ ] NO. (If "Yes", who possess the power of attorney?) My brother, Edwin T. Phillips, Mr.
6. ADDITIONAL DATA AND/OR CONTINUATION OF PRECEDING ITEMS

Continuation of chilren:

The following are my step children, who live with/andx receive more than half their support from me: (All have common address of 8224 Stone Trail Drive):

Deborah Anne Ahern (f) 12-25-59
Bryan Moss Ahern (m) 12-31-60
Wynne Augherton Ahern (f) 9-12-64

SIGNED AT	DATE	SIGNATURE
Washington Dc	10 November 1969	[signature]

CONFIDENTIAL

14-00000

SECRET
(When Filled In)

REPORT OF SERVICE ABROAD

TO: Office of Personnel, Transactions and Records Branch, Status Section

SERIAL NO.	NAME		
	LAST	FIRST	MIDDLE
1-6	(Print)	7-24	
024345	Phillips, David A.		

INSTRUCTIONS

USE APPROPRIATE SPACE BELOW TO REPORT DATA FOR EITHER PCS OR TDY. INSERT APPROPRIATE CODE NUMBER IN "CODE" COLUMN TO DESIGNATE WHETHER SUBMISSION IS OF BASIC DATA, CORRECTION, OR CANCELLATION (One only). REPORT DATES BY USING THE NUMBER FOR THE MONTH, AND LAST TWO DIGITS ONLY FOR YEAR. REFER TO OPI NO. 38, REVISED.

PCS DATES OF SERVICE

ARRIVAL O/S			DEPARTURE O/S			TYPE OF DATA		O/P USE ONLY	COUNTRY	
MONTH	DAY	YEAR	MONTH	DAY	YEAR	1 - PCS (Basic) 3 - CORRECTION 5 - CANCELLATION	CODE			CODE
25-26	27-28	29-30	31-32	33-34	35-36		37	38 39		40-42

TDY DATES OF SERVICE

ARRIVAL O/S			DEPARTURE O/S			TYPE OF DATA		O/P USE ONLY	AREA(S)	
MONTH	DAY	YEAR	MONTH	DAY	YEAR	2 - TDY (Basic) 4 - CORRECTION 6 - CANCELLATION	CODE			CODE
25-26	27-28	29-30	31-32	33-34	35-36		37	38 39		40-42
08	05	69	08	06	69		2		[redacted] WH	811

OFFICE OF PERSONNEL USE ONLY - PUNCH AREA

SOURCE DOCUMENT AND CERTIFICATION

X	TRAVEL VOUCHER		DISPATCH
	CABLE		DUTY STATUS OR TIME AND ATTENDANCE REPORT
	OTHER (Specify)		

DOCUMENT IDENTIFICATION NO.: WH 71-70

DOCUMENT DATE/PERIOD: 5 - 8 Aug 69

REMARKS

PREPARED BY		REPORT ANNOTATED OR CONTROL DOCUMENT	ABOVE DATA CERTIFIED CORRECT, BASED UPON SOURCE DOCUMENT CITED
	ACO	XX	
XX	C & L DIVISION, CTRS.	DATE: 21 Nov 69	SIGNATURE [illegible signature]
	C & T DIVISION		

THIS REPORT WILL BE FILED IN THE OFFICE OF PERSONNEL IN THE INDIVIDUAL'S OFFICIAL PERSONNEL FOLDER

FORM 3-67 1451a OBSOLETE PREVIOUS EDITIONS

SECRET

(4-10)

14-00000

SECRET
(When Filled In)

REPORT OF SERVICE ABROAD

PUNCHED
CY RK

TO: Office of Personnel, Transactions and Records Branch, Status Section

SERIAL NO.	NAME LAST (Print)	FIRST	MIDDLE
1-6		7-24	
C24245	Phillips	David	A

INSTRUCTIONS

USE APPROPRIATE SPACE BELOW TO REPORT DATA FOR EITHER PCS OR TDY. INSERT APPROPRIATE CODE NUMBER IN "CODE" COLUMN TO DESIGNATE WHETHER SUBMISSION IS OF BASIC DATA, CORRECTION, OR CANCELLATION (One only). REPORT DATES BY USING THE NUMBER FOR THE MONTH, AND LAST TWO DIGITS ONLY FOR YEAR. REFER TO OFI NO. 98, REVISED.

PCS DATES OF SERVICE

ARRIVAL O/S MONTH 25-26	DAY 27-28	YEAR 29-30	DEPARTURE O/S MONTH 31-32	DAY 33-34	YEAR 35-36	TYPE OF DATA: 1 - PCS (Basic), 3 - CORRECTION, 5 - CANCELLATION	CODE 37	O/P USE ONLY 38	39	COUNTRY	CODE 40-42

TDY DATES OF SERVICE

ARRIVAL O/S MONTH 25-26	DAY 27-28	YEAR 29-30	DEPARTURE O/S MONTH 31-32	DAY 33-34	YEAR 35-36	TYPE OF DATA: 2 - TDY (Basic), 4 - CORRECTION, 6 - CANCELLATION	CODE 37	O/P USE ONLY 38	39	AREA(S)	CODE 40-42
09	18	69	09	12	69		2			SOUTH AMERICA	663

OFFICE OF PERSONNEL USE ONLY - PUNCH AREA

SOURCE DOCUMENT AND CERTIFICATION

✓	TRAVEL VOUCHER		DISPATCH
	CABLE		DUTY STATUS OR TIME AND ATTENDANCE REPORT
	OTHER (Specify)		

DOCUMENT IDENTIFICATION NO. WH 4870

DOCUMENT DATE/PERIOD 9-3 - 9/12/69

REMARKS

PREPARED BY		REPORT ANNOTATED ON CONTROL DOCUMENT	ABOVE DATA CERTIFIED CORRECT, BASED UPON SOURCE DOCUMENT CITED
	SEO		
✓	C & L DIVISION, CTRS.	DATE 9/10/69	SIGNATURE [illegible]
	C & T DIVISION		

THIS REPORT WILL BE FILED IN THE OFFICE OF PERSONNEL IN THE INDIVIDUAL'S OFFICIAL PERSONNEL FOLDER

FORM 9-67 1451a OBSOLETE PREVIOUS EDITIONS

SECRET

(4-10)

14-00000

SECRET
(When Filled In)

REPORT OF SERVICE ABROAD

FILE PUNCHED BY RCT

TO: Office of Personnel, Transactions and Records Branch, Status Section

SERIAL NO.	NAME LAST	FIRST	MIDDLE
1-6	(Print)	7-24	
024345	PHILLIPS	DAVID	A.

INSTRUCTIONS

USE APPROPRIATE SPACE BELOW TO REPORT DATA FOR EITHER PCS OR TDY. INSERT APPROPRIATE CODE NUMBER IN "CODE" COLUMN TO DESIGNATE WHETHER SUBMISSION IS OF BASIC DATA, CORRECTION, OR CANCELLATION (One only). REPORT DATES BY USING THE NUMBER FOR THE MONTH, AND LAST TWO DIGITS ONLY FOR YEAR. REFER TO OFI NO. 58, REVISED.

PCS DATES OF SERVICE

ARRIVAL O/S MONTH 25-26	DAY 27-28	YEAR 29-30	DEPARTURE O/S MONTH 31-32	DAY 33-34	YEAR 35-36	TYPE OF DATA	CODE 37	O/P USE ONLY 38	39	COUNTRY	CODE 40-42
						1 - PCS (Basic) 3 - CORRECTION 5 - CANCELLATION					

TDY DATES OF SERVICE

ARRIVAL O/S MONTH 25-26	DAY 27-28	YEAR 29-30	DEPARTURE O/S MONTH 31-32	DAY 33-34	YEAR 35-36	TYPE OF DATA	CODE 37	O/P USE ONLY 38	39	AREA(S)	CODE 40-42
05	19	69	05	21	69	2 - TDY (Basic) 4 - CORRECTION 6 - CANCELLATION	2			WH	120

OFFICE OF PERSONNEL USE ONLY - PUNCH AREA

SOURCE DOCUMENT AND CERTIFICATION

X	TRAVEL VOUCHER		DISPATCH
	CABLE		DUTY STATUS OR TIME AND ATTENDANCE REPORT
	OTHER (Specify)		

DOCUMENT IDENTIFICATION NO.

DOCUMENT DATE/PERIOD: 5 thru 21 May 1969

REMARKS

PREPARED BY		REPORT ANNOTATED ON CONTROL DOCUMENT	ABOVE DATA CERTIFIED CORRECT, BASED UPON SOURCE DOCUMENT CITED
	OCD		
X	C & L DIVISION, CTBR.	DATE 28 May 1969	SIGNATURE [signature]
	C & T DIVISION		

THIS REPORT WILL BE FILED IN THE OFFICE OF PERSONNEL IN THE INDIVIDUAL'S OFFICIAL PERSONNEL FOLDER

FORM 3-67 1451a OBSOLETE PREVIOUS EDITIONS

SECRET

GROUP 1 Excluded from automatic downgrading and declassification

(4-10)

14-00000

SECRET
(When Filled In)

VERIFIED RECORD OF OVERSEAS SERVICE

TO:
Office of Personnel, Statistical Reporting Branch, ROOM 5 E 2506 Headquarters

EMPLOYEE SERIAL NO.	NAME OF EMPLOYEE LAST	FIRST	MIDDLE	OFFICE/COMPONENT
1-6	(Print)	7-24		25-26
024345	Phillips	David	A.	WH Division

INSTRUCTIONS

USE APPROPRIATE SPACE BELOW TO REPORT DATA FOR EITHER PCS OR TDY. INSERT APPROPRIATE CODE NUMBER IN "CODE" COLUMN TO DESIGNATE WHETHER SUBMISSION IS OF BASIC DATA, CORRECTION, OR CANCELLATION (One only). REPORT DATES BY USING THE NUMBER FOR THE MONTH, AND LAST TWO DIGITS ONLY FOR YEAR.

PCS DATES OF SERVICE

TYPE OF DATA	CODE	ARRIVAL MONTH	DAY	YEAR	DEPARTURE MONTH	DAY	YEAR	COUNTRY	OMIT
1 - PCS (Basic) 3 - CORRECTION 5 - CANCELLATION	27	28-29	30-31	32-33	34-35	36-37	38-39		40-42

TDY DATES OF SERVICE

TYPE OF DATA	CODE	DEPARTURE MONTH	DAY	YEAR	RETURN MONTH	DAY	YEAR	AREA(S)	OMIT
2 - TDY (Basic) 4 - CORRECTION 6 - CANCELLATION	27	28-29	30-31	32-33	34-35	36-37	38-39		40-42
	2	5	22	68	5	25	68	Mexico	450

SOURCE OF RECORD DOCUMENT

X	TRAVEL VOUCHER		DISPATCH
	CABLE		DUTY STATUS OR TIME AND ATTENDANCE REPORT
	OTHER (Specify)		

DOCUMENT IDENTIFICATION NO.	DOCUMENT DATE/PERIOD
WH-708-68	22-25 May 1968

REMARKS

PREPARED BY		REPORT ANNOTATED ON SOURCE DOCUMENT	ABOVE DATA VERIFIED CORRECT, BASED UPON SOURCE DOCUMENT CITED
	OSN		
X	C & L DIVISION	DATE	SIGNATURE
	C & T DIVISION	5 August 1968	[signature]

FORM 4-66 1451a USE PREVIOUS EDITION.

SECRET

GROUP 1 Excluded from automatic downgrading and declassification

(4-10)

14-00000

Creditable Service —

Military 45-10-~~31~~ 32
43-02-13
02-08-19

Contract Employee — 54-03-04 TO 55-03-31
Staff Employee — 55-04-01 TO 56-02-06
STAFF AGENT — 56-02-07 TO 58-08-13

} CONTINUOUS SERVICE

INDEPENDENT CONTRACTOR 58-08-19 TO 60-03-13 } NOT CREDITABLE SERVICE

STAFF EMPLOYEE — 03-14-60 TO PRESENT

02-08-19 MILITARY   58-08-13
04-05-10   54-03-04
06-13-29   04-05-10
07-01-29

60-03-~~44~~ 44
07-01-29

S.C.D. 53-01-15
L.C.D. 55-10-04 } a.m. 7-01-66

14-00000

Standard Form No. 1152

DESIGNATION OF BENEFICIARY

UNPAID COMPENSATION OF DECEASED CIVILIAN EMPLOYEE

IMPORTANT
Read instructions on back of duplicate before filling in this form

INFORMATION CONCERNING THE EMPLOYEE:

NAME— (Last)	(First)	(Middle)	DATE OF BIRTH (Month, day, year)
Phillips	David	Atlee	October 31, 1922

DEPARTMENT OR AGENCY IN WHICH EMPLOYED

(Department or agency)	(Bureau)	(Division)

I, the employee identified above, canceling any and all previous Designations of Beneficiary heretofore made by me, do now designate the beneficiary or beneficiaries named below to receive any UNPAID COMPENSATION *due and payable under existing law after my death. I understand that this Designation of Beneficiary relates solely to Unpaid Compensation as defined in section 2 of the act of August 3, 1950, Public Law 636, and in nowise will affect the disposition of any benefit which may become payable under the Retirement Act applicable to my Government service. I further understand that this Designation of Beneficiary will remain in full force and effect, unless or until canceled by me in writing, so long as I am continuously employed in the above department or agency.*

INFORMATION CONCERNING THE BENEFICIARY OR BENEFICIARIES:

Type or print first name, middle initial, and last name of each beneficiary	Type or print address of each beneficiary	Relationship	Share to be paid to each beneficiary
Maria I. Phillips	8224 Stone Trail Drive Bethesda, Maryland 20034	daughter	one-fourth
David A. Phillips, Jr.	8224 Stone Trail Drive Bethesda, Maryland 20034	son	one-fourth
Atlee Y. Phillips	8224 Stone Trail Drive Bethesda, Maryland 20034	daughter	one-fourth
Christopher C. Phillips	8224 Stone Trail Drive Bethesda, Maryland 20034	son	one-fourth

I hereby direct, unless otherwise indicated above, that, if more than one beneficiary is named, the share of any deceased beneficiary who may predecease me shall be distributed equally among the surviving beneficiaries, or entirely to the survivor. I understand that this Designation of Beneficiary shall be void if none of the designated beneficiaries is living at the time of my death.

I hereby specifically reserve the right to cancel or change any designation of beneficiary at any time in the manner and form prescribed by the Comptroller General of the United States, and without knowledge or consent of the beneficiary.

1 December 1967
(Date of execution—month, day, year)

[signature]
(Signature of employee)

WITNESSES TO SIGNATURE:

(Signature of witness)	(Number and street)	(City, zone number, and State)
Margaret Joyce	2400 So. Glebe Rd	Arlington, Va 22206
Elizabeth Ann Kelly	8137 Prescott Dr	Vienna, Va 22180

PRINT OR TYPE NAME AND ADDRESS OF EMPLOYEE

David A. Phillips
8224 Stone Trail Drive
Bethesda, Maryland 20034

THIS SPACE RESERVED FOR RECEIVING DATA OF EMPLOYING AGENCY

05 DEC 1967
Recd. c/P
(Indicate date and by whom received)

DELIVER BOTH COPIES TO THE PROPER OFFICER OF YOUR AGENCY—DUPLICATE WILL BE NOTED AND RETURNED

14-00000

SECRET
(When Filled In)

REPORT OF SERVICE ABROAD

TO: Office of Personnel, Transactions and Records Branch, Status Section

SERIAL NO. 1-6	NAME: LAST (Print)	FIRST 7-24	MIDDLE
024345	Phillips	David	A

INSTRUCTIONS

USE APPROPRIATE SPACE BELOW TO REPORT DATA FOR EITHER PCS OR TDY. INSERT APPROPRIATE CODE NUMBER IN "CODE" COLUMN TO DESIGNATE WHETHER SUBMISSION IS OF BASIC DATA, CORRECTION, OR CANCELLATION (One only). REPORT DATES BY USING THE NUMBER FOR THE MONTH, AND LAST TWO DIGITS ONLY FOR YEAR. REFER TO OFI NO. 58, REVISED.

PCS DATES OF SERVICE

ARRIVAL O/S MONTH 25-26	DAY 27-28	YEAR 29-30	DEPARTURE O/S MONTH 31-32	DAY 33-34	YEAR 35-36	TYPE OF DATA: 1 - PCS (Basic) 3 - CORRECTION 5 - CANCELLATION	CODE 37	O/P USE ONLY 38	39	COUNTRY	CODE 40-42
			08	02	67		1			Dominican Republic	195

TDY DATES OF SERVICE

ARRIVAL O/S MONTH 25-26	DAY 27-28	YEAR 29-30	DEPARTURE O/S MONTH 31-32	DAY 33-34	YEAR 35-36	TYPE OF DATA: 2 - TDY (Basic) 4 - CORRECTION 6 - CANCELLATION	CODE 37	O/P USE ONLY 38	39	AREA(S)	CODE 40-42

OFFICE OF PERSONNEL USE ONLY - PUNCH AREA

SOURCE DOCUMENT AND CERTIFICATION

	TRAVEL VOUCHER		DISPATCH
✓	CABLE		DUTY STATUS OR TIME AND ATTENDANCE REPORT
	OTHER (Specify)		

DOCUMENT IDENTIFICATION NO.: IN 24259

DOCUMENT DATE/PERIOD: January 2 1967

REMARKS

PREPARED BY		REPORT ANNOTATED ON CONTROL DOCUMENT	ABOVE DATA CERTIFIED CORRECT, BASED UPON SOURCE DOCUMENT CITED
DCO		✓	
C & L DIVISION, CTBR.		DATE	SIGNATURE
✓	C & T DIVISION	August 2 '67	[signature]

THIS REPORT WILL BE FILED IN THE OFFICE OF PERSONNEL IN THE INDIVIDUAL'S OFFICIAL PERSONNEL FOLDER

FORM 3-67 1451a OBSOLETE PREVIOUS EDITIONS

SECRET

(4-10)

14-00000

DISPATCH

CLASSIFICATION: SECRET

PROCESSING ACTION: MARKED FOR INDEXING / NO INDEXING REQUIRED / ONLY QUALIFIED DESK CAN JUDGE INDEXING / MICROFILM

TO: Chief, Western Hemisphere Division

INFO.

FROM: Chief of Station, Santo Domingo

SUBJECT: Letter of Appreciation from General Bruce Palmer, Jr.

ACTION REQUIRED - REFERENCES

Action: See para two

1. Attached find an original and two copies of a letter of appreciation from Gen. Bruce Palmer, until 18 January, Commander of USFORDOMREP.

2. It is requested that the original be placed in the personnel file of Michael C. CHOADEN. The first copy, marked "A" should be placed in the personnel file of Stewart R. PATAKER. The second copy, marked "B", should be passed to Franklyn D. MALLEK for his information and disposition.

Michael C. CHOADEN

Attachment: Letter

Distribution:
3 - Chief, WHD w/att h/w

CROSS REFERENCE TO	DISPATCH SYMBOL AND NUMBER	DATE
	HDCT 1359	18 January 1966
	CLASSIFICATION: SECRET	HQS FILE NUMBER

h. ([illegible])
Congratulations although this is only typical of your usually high performance WFB

HEADQUARTERS
UNITED STATES FORCES DOMINICAN REPUBLIC
APO New York 09478

USFDR-CG

17 January 1966

SUBJECT: Letter of Appreciation

THRU: The Honorable W. Tapley Bennett
American Ambassador
Santo Domingo, Dominican Republic

TO: DAVID A PHILLIPS
American Embassy
Santo Domingo, Dominican Republic

1. I wish to express my sincere appreciation for the outstanding contributions you and your staff have made in the accomplishment of USFORDOMREP Intelligence missions from 1 May 1965 through 17 January 1966. The first intelligence contact upon our arrival at San Isidro Air Base on 1 May was a representative from your office. From that day on a mutual respect, cordial relationship and a unity of effort prevailed throughout the many trying days in the Dominican Republic crisis. Without your assistance we would have realized a serious gap in the intelligence picture, a gap which would have made intelligence evaluations and the development of tactical estimates most difficult.

2. My J2 has frequently mentioned the close association and coordination he has had with you and the members of your organization and repeatedly expressed the high esteem and respect he has for the professionalism and competence displayed by you and your subordinates.

3. The intelligence unity of effort in the Dominican Republic has been exemplary and a prototype for future operations. This cohesive atmosphere is directly attributable to your efforts.

USFDR-CG 17 January 1966
SUBJECT: Letter of Appreciation

4. Again I wish to express my appreciation and congratulations on a job well done.

BRUCE PALMER, JR.
Lieutenant General, USA
Commander

14-00000

RECORD OF OVERSEAS SERVICE

NAME OF EMPLOYEE	EMPLOYEE SERIAL NO.	COMPLETED BY EMPLOYEE	TELEPHONE EXT.	SECRET (WHEN FILLED IN)
PHILLIPS, DAVID A.	X24345 (EOD)	✓ YES / NO		

DO NOT FOLD, STAPLE, SPINDLE, OR MUTILATE

INSTRUCTIONS

THIS FORM MUST BE RETURNED WHETHER YOU HAVE HAD OVERSEAS SERVICE OR NOT.

PLEASE READ CAREFULLY INSTRUCTIONS ON ACCOMPANYING CARD; THEN FILL OUT THIS FORM AS ACCURATELY AS POSSIBLE.

DO NOT WRITE IN COLUMN (30-31)	WHERE SERVICE WAS PERFORMED	PCS - 1 TDY - 2 (ENTER NO.) (32)	DATES FROM MO (33-34)	DATES FROM YR (35-36)	DATES TO MO (37-38)	DATES TO YR (39-40)	SERVICE AS CIVILIAN - 1 MILITARY - 2 (ENTER NO.) (41)	RESPONSIBLE U.S. GOV'T DEP'T OR AGENCY	DO NOT WRITE IN COLUMN (42-44)
176	HAVANA, CUBA	1	07	56	?	57	1	CIA	100
400	BEIRUT, LEBANON	1	?	57	07	58	1	CIA	100
861	AFRICA, ITALY GERMANY	1	?	43	04	45	2	USAAF	300

IF ADDITIONAL SPACE IS NEEDED, CHECK HERE ☐ AND ASK YOUR ADMINISTRATIVE OFFICER FOR SUPPLEMENTAL CARDS.

SECRET

FORM 1451

CONFIDENTIAL
(When Filled In)

MEMORANDUM OF UNDERSTANDING

I hereby acknowledge that I have read and understand the contents of Handbook 20-4, Employee Conduct, dated 29 August 1961.

[signature]
Signature

2 October, 1963
Date

DAVID A. PHILLIPS

CONFIDENTIAL

REPORT OF HONOR AWARDS BOARD
(CONVENED PURSUANT TO REGULATIONS R 20-635 AND AFR 20-635)

DATE: 8 DEC

The Honor Awards Board having considered a recommendation that:

NAME: (Last)	(First)	(Middle)	POSITION TITLE
PHILLIPS	David	Atlee	Covert Associate

PRESENT GRADE	OFFICE ASSIGNED TO	STATION
$7200.00 p.a.	WH Division	PBSUCCESS

BE AWARDED:

Distinguished Intelligence Medal

[ ] FOR HEROIC ACTION, ON

[X] FOR MERITORIOUS ACHIEVEMENT OR SERVICE DURING THE PERIOD
January - July 1954

[ ] APPROVES THE RECOMMENDATION [ ] DISAPPROVES THE RECOMMENDATION

[X] APPROVES, BUT IN LIEU THEREOF, RECOMMENDS THE AWARD OF: **Intelligence Medal of Merit**

CITATION

DAVID ATLEE PHILLIPS is hereby awarded the Intelligence Medal of Merit for his outstanding dedication and devotion to the cause of freedom.

While assigned a position of responsibility in creating a psychological medium to further the efforts of removing a serious threat to the security and welfare of his government, he, personally, with superior talent and concentration of energy proceeded to develop a program which greatly contributed to the ultimate elimination of the threat which concurrently brought historical relief to the oppressed people of an entire population.

The psychological medium developed and sustained by Mr. PHILLIPS was directed and operated with such ingenuity, resourcefulness and forceful imagination that he was able to create and maintain a completely notional situation for an extended period thereby making it possible to achieve the objectives of his government. This achievement has no parallel in the history of psychological warfare.

REASONS FOR DISAPPROVAL OF RECOMMENDED AWARD

APPROVED	
SIGNED	SIGNATURE: SIGNED
(Acting) DIRECTOR OF CENTRAL INTELLIGENCE	TYPED NAME OF CHAIRMAN, HONOR AWARDS BOARD: [illegible]
8 SEP 1955	SIGNATURE: SIGNED
DATE	TYPED NAME OF RECORDER: (Acting) [illegible]

FORM NO. 37-176
OCT 1953

(4)

SECRET
(When Filled In)

VERIFIED RECORD OF OVERSEAS SERVICE

TO:
Office of Personnel, Statistical Reporting Branch, ROOM 192 Curie Hall

EMPLOYEE SERIAL NO.	NAME OF EMPLOYEE LAST (Print)	FIRST	MIDDLE	OFFICE/COMPONENT
1-6	7-24			25-26
24345	Phillips	David	A	35 / 64

INSTRUCTIONS

USE APPROPRIATE SPACE BELOW TO REPORT DATA FOR EITHER PCS OR TDY. INSERT APPROPRIATE CODE NUMBER IN "CODE" COLUMN TO DESIGNATE WHETHER SUBMISSION IS OF BASIC DATA, CORRECTION, OR CANCELLATION (One only). REPORT DATES BY USING THE NUMBER FOR THE MONTH, AND LAST TWO DIGITS ONLY FOR YEAR.

PCS DATES OF SERVICE

TYPE OF DATA	CODE	ARRIVAL MONTH	ARRIVAL DAY	ARRIVAL YEAR	DEPARTURE MONTH	DEPARTURE DAY	DEPARTURE YEAR	COUNTRY	OMIT
1 - PCS (Basic) 3 - CORRECTION 5 - CANCELLATION	27	28-29	30-31	32-33	34-35	36-37	38-39		40-42
	1	09	25	61				Mexico	450

TDY DATES OF SERVICE

TYPE OF DATA	CODE	DEPARTURE MONTH	DEPARTURE DAY	DEPARTURE YEAR	RETURN MONTH	RETURN DAY	RETURN YEAR	AREA(S)	OMIT
2 - TDY (Basic) 4 - CORRECTION 6 - CANCELLATION	27	28-29	30-31	32-33	34-35	36-37	38-39		40-42
								WH	

SOURCE OF RECORD DOCUMENT

	TRAVEL VOUCHER	X	DISPATCH
\	CABLE		DUTY STATUS OR TIME AND ATTENDANCE REPORT
	OTHER (Specify)		

DOCUMENT IDENTIFICATION NO.	DOCUMENT DATE PERIOD
HMMT-2316	13 October 1961

REMARKS

PREPARED BY		REPORT ANNOTATED ON SOURCE DOCUMENT	ABOVE DATA VERIFIED CORRECT, BASED UPON SOURCE DOCUMENT CITED
FISCAL DIVISION		DATE 11/20/61	SIGNATURE [signature]
✓ FINANCE DIVISION			

FORM 9-58 1451a OBSOLETE PREVIOUS EDITIONS.

SECRET

(4-10)

14-00000

SECRET

3443

29 June 1961

MEMORANDUM FOR THE RECORD

SUBJECT: David A. Phillips

On 14 June 1961 the undersigned reviewed with Mr. David A. Phillips his career development prospects for the next five year period. We agreed that the following represented a desirable and fairly firm goal in this respect:

a. In general his future training and field experience should place sufficient stress on the CI and FI fields to avoid the career confinement of strict CA specialization.

b. His next assignment would be a normal field tour in Mexico City. Upon return from that assignment, he would receive up to six months training to be followed by an assignment to the CA Staff (or the organizational successor thereof). One of his primary undertakings in the CA Staff would be to develop what might best be termed "ideological warfare" (e.g., a search for basic ideas and concepts with wide appeal) as opposed to the normal propaganda approach (e.g., a running debate on current events).

[signature]
RICHARD M. BISSELL, JR.
Deputy Director
(Plans)

cc: ASSA (Pers)
Attn Panel A
Mr. Phillips
Thru C/WH
OP/RSD

SECRET

14-00000

CONFIDENTIAL
(When Filled In)

HTR

Complete in duplicate. The data recorded on this form is essential in determining travel expenses allowable in connection with leave at government expense, overseas duty, return to residence upon separation, and for providing current residence and dependency information required in the event of an employee emergency. The original of this form will be filed in the employee's official personnel folder.

NAME OF EMPLOYEE (Last)	(First)	(Middle)	SOCIAL SECURITY NUMBER
PHILLIPS	DAVID	ATLEE	

1. RESIDENCE DATA

PLACE OF RESIDENCE WHEN INITIALLY APPOINTED	LAST PLACE OF RESIDENCE IN CONTINENTAL U.S. (If appointed abroad)
FORT WORTH, TEXAS	
PLACE IN CONTINENTAL U.S. DESIGNATED AS PERMANENT RESIDENCE	**HOME LEAVE RESIDENCE**
FORT WORTH, TEXAS	FORT WORTH, TEXAS

2. MARITAL STATUS (Check one)

SINGLE	MARRIED	SEPARATED	DIVORCED	WIDOWED	ANNULLED
	✓				

IF MARRIED, PLACE OF MARRIAGE	DATE OF MARRIAGE
FORT WORTH, TEXAS	
IF DIVORCED, PLACE OF DIVORCE DECREE	**DATE OF DECREE**
IF WIDOWED, PLACE SPOUSE DIED	**DATE SPOUSE DIED**

IF PREVIOUSLY MARRIED, INDICATE NAME(S) OF SPOUSE, REASON(S) FOR TERMINATION, AND DATE(S)

JOAN HINDERSCHEIDT PHILLIPS INCOMPATIBILITY SEPT 15, 1941

3. MEMBERS OF FAMILY

NAME OF SPOUSE	ADDRESS (No., Street, City, Zone, State)	TELEPHONE NO.	
HELEN H PHILLIPS	6302 DAHLONEGA RD. WASH 16, DC	OL-2-8191	
NAMES OF CHILDREN	**ADDRESS**	**SEX**	**DATE OF BIRTH**
MARIA	" " "	F	21 FEB 1949
DAVID, JR		M	14 JAN 1951
ATLEE	" " "	F	APRIL 1953
CHRISTOPHER		M	25 APR 1957
NAME OF FATHER (Or male guardian)	**ADDRESS**	**TELEPHONE NO.**	
DECEASED			
NAME OF MOTHER (Or female guardian)	**ADDRESS**	**TELEPHONE NO.**	
DECEASED			

WHAT MEMBER(S) OF YOUR FAMILY IF ANY, HAS BEEN TOLD OF YOUR AFFILIATION WITH THE ORGANIZATION IF CONTACT IS REQUIRED IN AN EMERGENCY. WIFE - BROTHER (EDWIN T. PHILLIPS JR.)

4. PERSON TO BE NOTIFIED IN CASE OF EMERGENCY

NAME (Mr., Mrs., Miss) (Last-First-Middle)	RELATIONSHIP
PHILLIPS, EDWIN T.	BROTHER
HOME ADDRESS (No., Street, City, Zone, State)	**HOME TELEPHONE NUMBER**
4405 WASHBURN ST. FORT WORTH, TEX	?
BUSINESS ADDRESS (No., Street, City, Zone, State) AND NAME OF EMPLOYER, IF APPLICABLE	**BUSINESS TELEPHONE & EXTENSION**
FORT WORTH NATIONAL BANK BLDG.	?

Question	YES	NO
IS THE INDIVIDUAL NAMED ABOVE WITTING OF YOUR AGENCY AFFILIATION? (If "No" give name and address of organization he believes you work for.)	✓	
IS THIS INDIVIDUAL AUTHORIZED TO MAKE DECISIONS ON YOUR BEHALF? (If "No" give name and address of person, if any, who can make such decisions in case of emergency.)	✓	
DOES THIS INDIVIDUAL KNOW THAT HE HAS BEEN DESIGNATED AS YOUR EMERGENCY ADDRESSEE? (If answer is "No" explain why in item 6.)	✓	

The persons named in item 3 above may also be notified in case of emergency. If such notification is not desirable because of health or other reasons, please so state in item 6 on the reverse side of this form.

CONTINUED ON REVERSE SIDE

CURRENT RESIDENCE AND DEPENDENCY REPORT

FORM 4-60 61 USE PREVIOUS EDITIONS.   CONFIDENTIAL   (4)

SECRET

Supplement to Staff Employee Personnel

Action for Integration of David A. Phillips

Effective 23 August 1961

The purpose of this memorandum is to call your attention to existing policies which are particularly material to you while you are integrated and to set forth certain rights and obligations which are incident to your status as an appointed employee. It is hereby agreed and understood that:

1. As an employee of this organization, at the present grade and salary of GS-14 $12,730 per annum, you will accept cover employment with another instrumentality of the Government (hereinafter referred to as "your cover facility") effective as of 23 August 1961. You will, insofar as consistent with your basic responsibility to this organization, abide by all the rules, regulations, practices and policies of your cover facility, in order to appear as a conventional member of that establishment. Your appointment to your cover facility is being effected at FSR-3 and salary of $12,535 per annum. You are prohibited, except as specifically authorized herein, from retaining emoluments paid by your cover facility.

2. It is understood and agreed that the minimum period of your overseas tour of duty is governed by and coincident with the prescribed tour of duty of your cover organization. Currently, your prescribed tour consists of a period of twenty-four months from the date of your arrival at your overseas post of duty. Your assignment may be terminated earlier for the convenience of this organization and the length of your tour of duty, as currently specified, may be unilaterally changed by this organization in order to conform with subsequent changes in the prescribed tour of your cover facility. If you request termination of your overseas assignment solely for your own convenience, unless it is for circumstances that are considered by this organization to be beyond your control or if you are terminated for cause under the regulations of this organization before you have completed the minimum period of service prescribed above from the date of arrival at your overseas post of duty, you will not be entitled to return travel or transportation for yourself or your dependents to the United States at Government expense. If you request termination of your overseas assignment solely for your own convenience, unless it is for circumstances that are considered by this organization to be beyond your control or if you are terminated for cause under the regulations of this organization before you have completed one (1) year of service from the date of your arrival at your overseas post of duty, you will be required to reimburse the Government for all of its expenses for your travel and transportation, and that of your dependents, from the continental United States to such overseas post of duty.

SECRET

3. Travel to your post of duty overseas and your return travel to the United States, as well as travel performed overseas which is consistent with your cover designation, will normally be at the direction of your cover facility. Such travel will be accomplished in conformance with applicable regulations of your cover facility except when you are directed for operational reasons to perform travel in accordance with the regulations of this organization.

4. Salary and (except as provided in paragraph three (3) above) allowances paid by your cover facility shall be retained by you to the extent that they are less than or equal to the salary and allowance payments due on the basis of your grade level with this organization. If such cover payments are less than the amount due, the difference will be credited to your payroll account with this organization. If such cover payments exceed the amount due, the overage will be remitted to this organization at designated intervals, presently ________________________. Computations hereunder will be made on the basis of the aggregate gross due and received provided, however, that in computing remittances for overage Federal and, if applicable, District of Columbia income taxes withheld by your cover facility against the overage may be deducted. To assure timely accuracy in your payroll account with this organization you are expected to immediately report cover facility payroll changes.

5. Your status as an employee of this organization will continue in full force and effect during your period of duty with your cover facility and you will continue to be entitled to all rights, benefits and emoluments of such status. Certain variations in procedure will be required, however, to preserve the security of your cover position.

a. Upon integration into your cover facility, you will continue to be covered by the provisions of the Civil Service Retirement Act, as amended, and at your personal expense you will be subject to payroll deductions for retirement purposes (now six and one-half per cent) on the basis of your cover salary or your salary from this organization, whichever is the greater.

b. If you receive taxable income from both your cover facility and this organization, necessary adjustments for Federal, and if applicable, District of Columbia income tax purposes will be made in conformance with instructions received from this organization.

c. Consistent with your cover activity, you will continue to be responsible for compliance with the rules and regulations of this organization.

d. You are not assured upon the completion of your period of duty with your cover facility of any status with your cover based on your services performed with that organization at the request of this organization.

SECRET

e. All annual and sick leave which is accrued to your credit at the time of integration will be transferred to your cover facility. While integrated you will be permitted annual leave, sick leave, home leave, and leave without pay in accordance with the regulations of your cover facility in lieu of the leave benefits of this organization. Upon completion of your integration your accrued annual and sick leave will be transferred to your credit with this organization. If security conditions require that your cover facility make a lump-sum payment for accrued annual leave, you will be required to pay the gross amount thereof to this organization including any income taxes withheld by your cover facility.

6. You will be required to keep forever secret this agreement and all other information which you may obtain by reason hereof, unless you are released in writing by this organization from this obligation. Violation of such secrecy may subject you to criminal prosecution under the Espionage Laws, dated 25 June 1948, as amended, and other applicable laws and regulations. The termination of your employment with this organization will not release you from the obligation of any security oath you may be required to take.

UNITED STATES GOVERNMENT

BY [signature]
Personnel Office

ACCEPTED:

[signature]

Form 9-60 1535c Obsolete Previous Edition SECRET (4-12)

S E C R E T

11 January 1961

TO : Director of Personnel

FROM : Chief, WHD

SUBJECT: Additional Compensation in Lieu of Overtime Payment

REF: Memo dated 11 January 1961 from SSA/DDS to DD/S, approved by DD/S, Subject: "Employee Benefits for JMATE Personnel"; and Memo dated 22 December 1960 from ADD(P) to Deputy Director (Plans), Subject: "Employee Benefits for Personnel Assigned to JMATE".

In accordance with referenced memoranda, it is requested that the personnel listed below be authorized to receive additional compensation effective 8 January 1961, at the rate of 15% of their respective rates of basic annual compensation (but not to exceed the ~~maximum~~ rate for a Minimum GS-9) in lieu of payment of the regular overtime rates for irregular, unscheduled and frequent overtime.

NAME	EMPLOYEE Serial No.	TITLE	SALARY
~~ESTERLINE, Jacob D.~~	~~56733~~	~~OPS Officer~~	~~$14,055~~
WHEDBEE, Robert A.	509360	OPS Officer	12,990
DOUGLAS, Jesse S.	229350	OPS Officer	14,055
PHILLIPS, David A.	654600	OPS Officer	12,730
[illegible], Louis F.	012616	OPS Officer	12,210
[illegible], Walter P.	064738	OPS Officer	12,730
PETERS, John D.	5[illegible]093	OPS Officer	11,675
WARNER, Thomas D.	59794	Instructor (OPS)	[illegible],955
HICKS, Calvin W.	56361	Guerrilla Warfare Officer	9,475
RILEY, James	60471	OPS Officer	8,[illegible]60
[illegible]ILSO, Anthony L.	559127	OPS Officer	7,820
BLAIR, William E.	60218	Instructor (OPS)	8,955
KENDALL, Sidney S.	059517	OPS Officer	11,155
REYNOLDS, Robert	55407	OPS Officer	12,470
[illegible], Ernest W.	62285	Instructor (OPS)	12,470
BROWN, Pravel S.	61901	OPS Officer	9,475
CARTWRIGHT, Cecil J.	57840	OPS Officer	9,215
[illegible], Samuel J.	56622	ADM Officer	7,820
MORALES, David S.	63385	OPS Officer	12,210
KENT, William M.	559198	OPS Officer	9,215

All the above employees are on Allotment #535-5000-3021.

J. C. King
J. C. KING
Chief, WHD

APPROVED:
Emmett D. Echols
EMMETT D. ECHOLS

S E C R E T

14-00000

STANDARD FORM 61
REVISED JUNE 1957
U. S. CIVIL SERVICE COMMISSION
F. P. M. CHAPTER A6

APPOINTMENT AFFIDAVITS

IMPORTANT.—*Before swearing to these appointment affidavits, you should read and understand the attached information for appointee*

CENTRAL INTELLIGENCE AGENCY (Department or agency) (Bureau or division) WASHINGTON, D.C. (Place of employment)

I, DAVID ATLEE PHILLIPS, do solemnly swear (or affirm) that—

A. OATH OF OFFICE

I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely without any mental reservation or purpose of evasion; that I will well and faithfully discharge the duties of the office on which I am about to enter, SO HELP ME GOD.

B. AFFIDAVIT AS TO SUBVERSIVE ACTIVITY AND AFFILIATION

I am not a Communist or Fascist. I do not advocate nor am I knowingly a member of any organization that advocates the overthrow of the constitutional form of the Government of the United States, or which seeks by force or violence to deny other persons their rights under the Constitution of the United States. I do further swear (or affirm) that I will not so advocate, nor will I knowingly become a member of such organization during the period that I am an employee of the Federal Government or any agency thereof.

C. AFFIDAVIT AS TO STRIKING AGAINST THE FEDERAL GOVERNMENT

I am not participating in any strike against the Government of the United States or any agency thereof, and I will not so participate while an employee of the Government of the United States or any agency thereof. I do not and will not assert the right to strike against the Government of the United States or any agency thereof while an employee of the Government of the United States or any agency thereof. I do further swear (or affirm) that I am not knowingly a member of an organization of Government employees that asserts the right to strike against the Government of the United States or any agency thereof and I will not, while an employee of the Government of the United States or any agency thereof, knowingly become a member of such an organization.

D. AFFIDAVIT AS TO PURCHASE AND SALE OF OFFICE

I have not, nor has anyone acting in my behalf, given, transferred, promised or paid any consideration for or in expectation or hope of receiving assistance in securing such appointment.

E. AFFIDAVIT AS TO DECLARATION OF APPOINTEE

The answers given in the Declaration of Appointee on the reverse of this form are true and correct.

14 March 1960 (Date of entrance on duty) — David A. Phillips (Signature of appointee)

Subscribed and sworn before me this 11th day of March A. D. 1960,

at WASHINGTON, D.C. (City) (State)

[SEAL]

[signature] (Signature of officer)

PERSONNEL CLERK (Title)

NOTE.—*The oath of office must be administered by a person specified in 5 U. S. C. 18, or by a person designated to administer oaths under Section 206, Act of June 26, 1943, 5 U. S. C. 16a. If by a Notary Public, the date of expiration of his commission should be shown.*

14-00000

DECLARATION OF APPOINTEE

This form is to be completed before entrance on duty. Answer all questions. Admitted unfavorable information about such matters as arrests or discharges will be considered together with the favorable information in your record in determining your present fitness for Federal employment. However, a false statement or dishonest answer to any question may be grounds for dismissal after appointment and is punishable by law.

1. PRESENT ADDRESS (*street and number, city and State*)
ALBAN TOWERS - 3500 MASS. AVE. WASHINGTON, D.C.

2. (A) DATE OF BIRTH: OCTOBER 31, 1922
(B) PLACE OF BIRTH (*city and State or city and foreign country*): FORT WORTH, TEXAS

3. (A) IN CASE OF EMERGENCY, PLEASE NOTIFY: HELEN N. PHILLIPS
(B) RELATIONSHIP: WIFE
(C) STREET AND NUMBER CITY AND STATE: ALBAN TOWERS 3500 MASS. AVE. WASH, D.C.
(D) TELEPHONE NO.: WO6-6400

4. DOES THE UNITED STATES GOVERNMENT EMPLOY, IN A CIVILIAN CAPACITY, ANY RELATIVE OF YOURS (EITHER BY BLOOD OR MARRIAGE) WITH WHOM YOU LIVE OR HAVE LIVED WITHIN THE PAST 24 MONTHS? ☐ YES ☑ NO
If so, for each such relative fill in the blank below. If additional space is necessary, complete under Item 12.

NAME	POST OFFICE ADDRESS (*Give street number, if any*)	(1) POSITION (2) TEMPORARY OR NOT (3) DEPARTMENT OR AGENCY IN WHICH EMPLOYED	RELATIONSHIP	MARRIED	SINGLE (*Check one*)
		1. ... 2. ... 3. ...			
		1. ... 2. ... 3. ...			
		1. ... 2. ... 3.			

INDICATE ANSWER BY PLACING "X" IN PROPER COLUMN	YES	NO
5. (A) ARE YOU A CITIZEN OF THE UNITED STATES OF AMERICA, OR (B) AS A NATIVE OF AMERICAN SAMOA DO YOU OWE ALLEGIANCE TO THE UNITED STATES OF AMERICA?	✓	
6. ARE YOU AN OFFICIAL OR EMPLOYEE OF ANY STATE, TERRITORY, COUNTY, OR MUNICIPALITY? *If your answer is "Yes," give details in Item 12.*		✓
7. DO YOU RECEIVE OR HAVE YOU APPLIED FOR AN ANNUITY FROM THE UNITED STATES OR DISTRICT OF COLUMBIA GOVERNMENT UNDER ANY RETIREMENT ACT OR ANY PENSION OR OTHER COMPENSATION FOR MILITARY OR NAVAL SERVICE? *If your answer is "Yes," give details in Item 12.*		✓
8. SINCE YOU FILED APPLICATION RESULTING IN THIS APPOINTMENT HAVE YOU BEEN ARRESTED, CHARGED OR HELD BY FEDERAL, STATE, OR OTHER LAW ENFORCEMENT AUTHORITIES FOR ANY VIOLATION OF ANY FEDERAL LAW, STATE LAW, COUNTY OR MUNICIPAL LAW, REGULATION OR ORDINANCE? DO NOT INCLUDE TRAFFIC VIOLATIONS FOR WHICH A FINE OF $25 OR LESS WAS IMPOSED. ALL OTHER CHARGES MUST BE INCLUDED EVEN IF THEY WERE DISMISSED. *If your answer is "Yes," give in Item 12 for each case: (1) approximate date, (2) charge, (3) place, (4) action taken.*		✓
9. SINCE YOU FILED APPLICATION RESULTING IN THIS APPOINTMENT, HAVE YOU BEEN BARRED BY THE U.S. CIVIL SERVICE COMMISSION FROM TAKING EXAMINATIONS OR ACCEPTING CIVIL SERVICE APPOINTMENTS? *If your answer is "Yes," give dates of and reasons for such debarment in Item 12.*		✓

INDICATE ANSWER BY PLACING "X" IN PROPER COLUMN	YES	NO
10. (A) HAVE YOU EVER FILED A WAIVER OF LIFE INSURANCE COVERAGE UNDER THE FEDERAL EMPLOYEES' GROUP LIFE INSURANCE ACT?		✓
(B) IF YOU HAVE FILED SUCH A WAIVER, HAS IT BEEN CANCELED OR REVOKED?		
11. SINCE YOU FILED APPLICATION RESULTING IN THIS APPOINTMENT: A. HAVE YOU BEEN DISCHARGED FROM EMPLOYMENT BECAUSE: (1) YOUR CONDUCT WAS NOT SATISFACTORY?		✓
(2) YOUR WORK WAS NOT SATISFACTORY?		✓
B. HAVE YOU RESIGNED AFTER OFFICIAL NOTIFICATION THAT: (1) YOUR CONDUCT WAS NOT SATISFACTORY?		✓
(2) YOUR WORK WAS NOT SATISFACTORY?		✓
C. HAVE YOU BEEN DISCHARGED FROM THE ARMED SERVICES UNDER OTHER THAN HONORABLE CONDITIONS? *If your answer to A, B, or C is "Yes," give details in Item 12 as clearly as you can remember, including the name and address of employer, approximate date, and reasons in each case.*		

12. SPACE FOR DETAILED ANSWERS TO OTHER QUESTIONS (*Indicate item numbers to which answers apply*)

ITEM NO.		ITEM NO.	

INSTRUCTIONS TO APPOINTING OFFICER.—You must determine that this appointment would be in conformance with the Civil Service Act, applicable Civil Service Rules and Regulations, and acts of Congress pertaining to appointment.

This form should be checked for holding of office, pension, any record of recent discharge or arrest, age, citizenship, and members of family. Also, to establish the identity of the appointee, you should particularly check (1) his signature and handwriting against the application and/or other pertinent papers and (2) his physical appearance against the medical certificate.

GPO 1961 O-437648 16-85160-3

14-00000

STANDARD FORM 144
REVISED SEPTEMBER 1956
U. S. CIVIL SERVICE COMMISSION
FPM CHAPTERS 51, 82, AND 52

STATEMENT OF PRIOR FEDERAL CIVILIAN AND MILITARY SERVICE AND DETERMINATION OF COMPETITIVE STATUS

IMPORTANT: The information on this form will be used (1) in determining creditable service for leave purposes and retention credits for reduction in force, and (2) in recording agency determination of competitive status. The employee should complete Part I and the Personnel Office should complete Parts II through V.

PART I.—EMPLOYEE'S STATEMENT

PART II.—THIS COLUMN IS FOR PERSONNEL OFFICE USE

1. NAME (Last, first, middle initial): PHILLIPS, DAVID ATLEE

2. DATE OF BIRTH: October 31, 1922

9. RETENTION GROUP

10. A. CSC STATUS ☐ YES ☐ NO
B. TYPE OF PRESENT APPOINTMENT

3. LIST THE FOLLOWING INFORMATION CONCERNING ALL FEDERAL AND DISTRICT OF COLUMBIA SERVICE YOU HAVE HAD PRIOR TO YOUR PRESENT APPOINTMENT (Do not include military service.)

NAME AND LOCATION OF AGENCY	FROM— YEAR	MONTH	DAY	TO— YEAR	MONTH	DAY	TYPE OF APPOINTMENT IF KNOWN	11. SERVICE YEAR	MONTH	DAY
CIA	1950	[illegible]	1	1955	10	13	[illegible]	5	4	13

4. LIST PERIODS OF ACTIVE SERVICE IN ANY BRANCH OF THE ARMED FORCES OF THE UNITED STATES. IF YOU HAD NO ACTIVE MILITARY SERVICE, WRITE "NONE."

BRANCH	FROM— YEAR	MONTH	DAY	TO— YEAR	MONTH	DAY	DISCHARGE (Hon. or dishon.?)	YEAR	MONTH	DAY
ARMY AIR FORCE	1943	2	13	1945	10	31	HON.	2	8	19

5. DURING PERIODS OF EMPLOYMENT SHOWN IN ITEM 3, DID YOU HAVE A TOTAL OF MORE THAN 6 MONTHS ABSENCE WITHOUT PAY, INCLUDING PERIODS OF MERCHANT MARINE SERVICE, DURING ANY ONE CALENDAR YEAR? ☐ YES ☑ NO
IF ANSWER IS "YES," LIST FOLLOWING INFORMATION.

12. TOTAL SERVICE: 8 [illegible] 2[illegible]

TYPE IF KNOWN (LWOP, Furl, Susp, AWOL, Mer Mar)	FROM— YEAR	MONTH	DAY	TO— YEAR	MONTH	DAY	TOTAL YEARS	MONTHS	DAYS

13. NONCREDITABLE SERVICE (Leave purposes only):

14. NONCREDITABLE SERVICE (RIF purposes only):

6. DURING THE FEDERAL SERVICE LISTED IN ITEM 3, DID YOU ACQUIRE A PERMANENT COMPETITIVE CIVIL SERVICE STATUS?
☐ YES ☑ NO
(If answer is "Yes," in what agency were you employed at the time status was acquired?)

15. REEMPLOYMENT RIGHTS ☐ YES ☐ NO

16. RETENTION RIGHTS ☐ YES ☐ NO

7. ARE YOU:
A. THE WIFE OF A DISABLED VETERAN? ☐ YES ☑ NO
B. THE MOTHER OF A DECEASED OR DISABLED VETERAN? ☐ YES ☑ NO
C. THE UNREMARRIED WIDOW OF A VETERAN? ☐ YES ☑ NO

17. EXPIRATION DATE OF RETENTION RIGHTS

8. TO BE EXECUTED BEFORE A NOTARY PUBLIC OR OTHER PERSONS AUTHORIZED TO ADMINISTER OATHS.
I swear (or affirm) that the above statements are true to the best of my knowledge and belief.

14 MARCH 1960 (DATE) — David A. Phillips (SIGNATURE)

Subscribed and sworn to before me on this ____ day of ________ (MONTH) 1960 at WASHINGTON, D.C. (CITY) ____ (STATE)

SEAL

[signature]

NOTE: If oath is taken before a Notary Public, the date of expiration of his Commission should be shown.

INSTRUCTIONS: File this form on the permanent side of the employee's official personnel folder immediately before or after the personnel action involved.

(OVER)

16—63459-8

Part III.—DETERMINATION OF COMPETITIVE STATUS. *(Complete for noncompetitive hires based on competitive status as required by instructions in FPM Chapter 52.)* Employee has a competitive status. This determination is based upon the following evidence:

NAME OF AGENCY	SIGNATURE AND OFFICIAL TITLE	DATE

PART IV.—DETERMINATION OF CREDITABLE SERVICE AND SERVICE COMPUTATION DATE FOR LEAVE PURPOSES

	TOTAL SERVICE *(Item 12)*	NONCREDITABLE SERVICE *(Item 13)*	CREDITABLE SERVICE *(Leave Purposes)*	ENTRANCE ON DUTY DATE *(Present Agency)*	LESS CREDITABLE SERVICE *(Leave Purposes)*	SERVICE COMPUTATION DATE *(Leave Purposes)*
Years				1960	5	[illegible]
Months				03	12	3
Days				14	[illegible]	[illegible]

PART V.—DETERMINATION OF CREDITABLE SERVICE AND SERVICE COMPUTATION DATE FOR REDUCTION IN FORCE PURPOSES. *(Complete only in those cases when the amount of creditable service for reduction in force purposes differs from the amount creditable for leave purposes.)*

	TOTAL SERVICE *(Item 12)*	NONCREDITABLE SERVICE *(Item 14)*	CREDITABLE SERVICE *(RIF Purposes)*	ENTRANCE ON DUTY DATE *(Present Agency)*	LESS CREDITABLE SERVICE *(RIF Purposes)*	SERVICE COMPUTATION DATE* *(RIF Purposes)*
Years						
Months						
Days						

* Enter as the "Service Computation Date" on the employee's "Service Record Card," SF 7

REMARKS:

U.S. GOVERNMENT PRINTING OFFICE

14-00000

CONFIDENTIAL
(When Filled In)

INSTRUCTIONS: COMPLETE IN DUPLICATE. THE DATA RECORDED ON THIS FORM IS ESSENTIAL IN DETERMINING TRAVEL EXPENSES ALLOWABLE IN CONNECTION WITH LEAVE AT GOVERNMENT EXPENSE, OVERSEAS DUTY, RETURN TO RESIDENCE UPON SEPARATION, AND FOR PROVIDING CURRENT RESIDENCE AND DEPENDENCY INFORMATION REQUIRED IN THE EVENT OF AN EMPLOYEE EMERGENCY. THE ORIGINAL OF THIS FORM WILL BE FILED IN THE EMPLOYEE'S OFFICIAL PERSONNEL FOLDER.

NAME OF EMPLOYEE (Last) (First) (Middle)
PHILLIPS DAVID ATLEE

1. RESIDENCE DATA

PLACE OF RESIDENCE WHEN APPOINTED: HAVANA, CUBA
LAST PLACE OF RESIDENCE IN CONTINENTAL U.S. (If appointed abroad): 476 ROSE LANE, ANNANDALE, VA.
PLACE IN CONTINENTAL U.S. DESIGNATED AS PERMANENT RESIDENCE: 4804 WASHBURN, FORT WORTH, TEXAS

2. MARITAL STATUS

CHECK (X) ONE: [ ] SINGLE [✓] MARRIED [ ] SEPARATED [ ] DIVORCED [ ] WIDOWED [ ] ANNULLED

IF MARRIED, INDICATE PLACE OF MARRIAGE: FORT WORTH, TEXAS — DATE OF MARRIAGE: 5 JUNE 1948
IF DIVORCED, PLACE OF DIVORCE DECREE: — DATE OF DECREE:
IF WIDOWED, INDICATE PLACE SPOUSE DIED: — DATE SPOUSE DIED:

IF PREVIOUSLY MARRIED, INDICATE NAME(S) OF SPOUSE, REASON(S) FOR TERMINATION, AND DATE(S):
JOAN HILDEBRANDT, DIVORCE DECREE FOR INCOMPATIBILITY, FORT WORTH, TEXAS, — ? — 1943

3. MEMBERS OF FAMILY

NAME OF SPOUSE	ADDRESS (No., Street, City, Zone, State)	TELEPHONE NUMBER
HELEN N. PHILLIPS	ALBAN TOWERS, 3500 MASS AVE, WASH, DC	WOodley 6-6400

NAMES OF CHILDREN	ADDRESS	SEX	AGE
MARIA LOUISE PHILLIPS	" " " "	F	10
DAVID A. PHILLIPS JR.	" " " "	M	8
ATLEE YOUNG PHILLIPS	" " " "	F	7
CHRISTOPHER GALE PHILLIPS	" " " "	M	3

NAME OF FATHER (Or male guardian)	ADDRESS	TELEPHONE NUMBER
EDWIN T. PHILLIPS (DECEASED)	— NA.	NA

NAME OF MOTHER (Or female guardian)	ADDRESS	TELEPHONE NUMBER
MARY LOUISE PHILLIPS (DECEASED)	NA	NA

WHAT MEMBER(S) OF YOUR FAMILY HAS BEEN TOLD OF YOUR AFFILIATION WITH THE AGENCY FOR EMERGENCY PURPOSES?
WIFE, AND BROTHER (EDWIN T PHILLIPS JR. 4804 WASHBURN, FORT WORTH, TX)

4. PERSON TO BE NOTIFIED IN CASE OF EMERGENCY

NAME (Mr., Mrs., Miss) (Last-First-Middle): PHILLIPS HELEN FLORENCE — RELATIONSHIP: WIFE
HOME ADDRESS (No., Street, City, Zone, State): 3500 MASS. AVE (ALBAN TOWERS) — HOME TELEPHONE NUMBER: WO 6-6400
BUSINESS ADDRESS (No., Street, City, Zone, State) AND NAME OF EMPLOYER, IF APPLICABLE: NONE — BUSINESS TELEPHONE & EXTENSION: NONE

IS THE INDIVIDUAL NAMED ABOVE WITTING OF YOUR AGENCY AFFILIATION? [✓] YES [ ] NO
IS THIS INDIVIDUAL AUTHORIZED TO MAKE DECISIONS ON YOUR BEHALF? [✓] YES [ ] NO
DOES THIS INDIVIDUAL KNOW THAT HE HAS BEEN DESIGNATED AS YOUR EMERGENCY ADDRESSEE? [✓] YES [ ] NO

THE PERSONS NAMED IN ITEM 3 ABOVE MAY ALSO BE NOTIFIED IN CASE OF EMERGENCY. IF SUCH NOTIFICATION IS NOT DESIRABLE BECAUSE OF HEALTH OR OTHER REASONS, PLEASE SO STATE IN ITEM 6 ON THE REVERSE SIDE OF THIS FORM.

5. VOLUNTARY ENTRIES

INDICATE ANY BANKING INSTITUTIONS WITH WHICH YOU HAVE ACCOUNTS
FIRST WORTH NATIONAL BANK, FORT WORTH, TEXAS

CONTINUED ON REVERSE SIDE

CURRENT RESIDENCE AND DEPENDENCY REPORT

CONFIDENTIAL
(When Filled In)

5. (CONTINUED)

IN WHOSE NAME(S) ARE THE ACCOUNTS LISTED?

DAVID A. PHILLIPS, SPECIAL ACCOUNT

HAVE YOU COMPLETED A LAST WILL AND TESTAMENT? [X] YES [ ] NO. IF "YES", WHERE IS DOCUMENT LOCATED?

LAW OFFICES OF EDWIN T PHILLIPS, JR, FORT WORTH NATIONAL BANK BUILDING, FORT WORTH, TEXAS, AND AMERICAN EMBASSY [illegible]

HAVE YOU EXECUTED A POWER OF ATTORNEY? [X] YES [ ] NO. IF "YES", WHO POSSESSES THE POWER OF ATTORNEY?

EDWIN T. PHILLIPS, JR.
FORT WORTH NATIONAL BANK BUILDING, FORT WORTH, TEX

6. ADDITIONAL DATA AND/OR CONTINUATION OF PRECEDING ITEMS

SIGNED AT	DATE	SIGNATURE
Washington, DC	16 MARCH 1960	David A Phillips

CONFIDENTIAL

[illegible]

MEMORANDUM FOR:

SUBJECT : Credit Reference

1. You are advised that the position for which you have been hired is of a sensitive nature and that YOU ARE NOT TO IDENTIFY YOURSELF WITH THIS AGENCY FOR credit reference or for any other purpose.

2. You are to disregard that portion of the Monday morning Personnel EOD Orientation and the Monday morning Security Introduction (which you will receive during your second or third week with the Agency) which authorizes certain personnel to identify themselves with this Agency, when necessary, for credit, rental agreement, and like purposes.

3. You will be advised by your Placement Officer as to the cover information necessary for proper job identification. If at any time cover difficulties are encountered you may arrange an appointment through your Placement Officer to see the Security Officer responsible for your activity.

G. M. STEWART
Director of Personnel

I have read the above and understand that I am not to associate myself with the Central Intelligence Agency for credit reference or for any other purpose.

14 March 1960
Date

[illegible signature]
Signature of Employee

SECRET

STAFF AGENT LETTER OF APPOINTMENT

Howard Phillips
Mr. [redacted]

Dear Mr. [redacted] Phillips

1. Pursuant to the authority vested in me by section 5.2 of the Confidential Fund Regulations, you are hereby appointed a Staff Agent of the Government at an initial salary of $10,320, grade GS-14, effective as of FEB 7 1956.

2. As a Staff Agent of the Government, you are an appointed employee of the Government and as such are entitled to all the emoluments of, and subject to the restrictions of, that status. As a Staff Agent, you will undertake certain cover employment or activities as directed by the Government. Your Federal income taxes will be reported and paid in conformance with AFN 20-660-4, dated 26 November 1954, and/or any subsequent Government issuances promulgated on this matter.

3. As an appointed employee of the Government, you are required to make certain contributions to the Civil Service Retirement Fund. In the event that you are paid through a cover facility, you will be required to return to the Government at such times and in such manner as it shall direct the required contributions (presently six per cent (6%) of your gross salary). If the conditions of your cover require that you make contributions to the Social Security Fund, such contributions will be at your expense.

4. (a) In addition to your basic salary, you will be entitled to any post differential, living-quarters allowances, cost-of-living allowances (except post allowance), or other allowances that are granted Government employees stationed at the same permanent post of duty abroad. You will account for such allowances in compliance with applicable Government regulations.

(b) In addition to the above payments, effective upon the arrival of you and your dependents at your initial permanent post of duty overseas you will be entitled to an equalization allowance calculated at the rate of $3,670 per annum. This allowance is in lieu of any present or future standardized post allowance established for your initial permanent post of duty overseas, but is subject to the entitlement provisions applicable to standardized post allowances. It is understood and agreed that this allowance is predicated upon the comparative cost of living between Washington, D. C., and your overseas post, your unofficial cover, family status and basic compensation. Consequently, this allowance may be unilaterally adjusted or discontinued by the Government whenever warranted by a change in any of these factors. No accounting will be required for this allowance.

SECRET

5. You will be advanced or reimbursed funds for necessary expenses including travel and operational expenses which are authorized by the Government or your cover. Accountings for such expenses will be in compliance with applicable Government regulations unless such accounting is inconsistent with the practices of your cover facility. If the policies of your cover facility relating to payment of travel and transportation expenses differ from those of the Government, and if you are paid through your cover facility, you will receive and retain the amount paid by your cover without regard to Government regulations.

6. (a) It is specifically understood and agreed that as an appointed employee of the Government you are entitled to receive and retain only the salary, allowances, and other benefits which are commensurate with your appointed position and salary grade except as provided in paragraph five (5) above and paragraphs six (6), (b) and (c), below. Any compensation that you may receive from your cover facility will be offset against your salary from the Government, and you will return to the Government any salary, allowances and other pecuniary benefits which in the aggregate exceed your Government salary, allowances and other pecuniary benefits. You will report to the Government not less than semi-annually any sums received from your cover facility.

(b) It is understood and agreed that any fees derived from the remaining three (3) lectures on your current lecture tour will not be subject to the offset provisions of this agreement. It is further understood and agreed, however, that said lectures will be made by you while on annual leave and that you will be solely responsible for all expenses incidental thereto. Subsequent to the completion of said three (3) lectures, the income derived from any additional lectures will be presumed to be income derived from cover activities and will, therefore, be subject to offset unless specifically excluded by an amendment hereto.

(c) It is understood and agreed that should a specific manuscript, the title to which is set forth in your operational letter of instructions, be published during your tour of duty hereunder, the income derived therefrom will not be subject to offset as said manuscript was completed in its entirety prior to your appointment as a Staff Agent.

7. It is understood and agreed that your overseas assignment is to be for a minimum of two (2) years from the date of your arrival at your overseas post of duty unless such assignment shall be sooner terminated by the Government for its convenience. If, in violation of this letter, you terminate your overseas assignment for your convenience at any time prior to the expiration of two (2) years from the date of your arrival at your overseas post of duty, you shall not be entitled to return travel or transportation for yourself or your dependents from such post of duty to the United States; and, further, if, in violation of this letter, you terminate your overseas assignment for your convenience prior to the expiration of one (1) year from the date of your arrival at your overseas post of duty, you shall reimburse the Government for all its expenses for your travel and transportation, and that of your dependents, from the continental United States to such overseas post of duty.

8. It is expressly understood and agreed that any and all documents which you may execute in the course of such cover employment are subordinate to this letter and any contradiction in terms which may in any way appear to amplify, extend or restrict your rights and/or obligations hereunder shall be resolved by this letter which shall always be dominant.

9. Upon termination of your cover employment or activity, you will revert to normal staff employee status, unless for good and sufficient cause, such as misconduct or demonstrated incompetence, such reversion would be opposed to the best interest of the Government.

10. If, in the performance of your cover service, you assume the custody of Government funds or take title of record to, property of any nature whatsoever situate which property has in fact been purchased with monies of the U. S. Government, you hereby recognize and acknowledge the existence of a trust relationship, either express or constructive, and you agree to execute whatever documents may be required by the Government to evidence this relationship.

11. Instructions received by you from the Government in briefing or training are a part of this letter and are incorporated herein, provided that such instructions are not inconsistent with the terms hereof.

12. You will be required to keep forever secret this letter and all information which you may obtain by reason hereof (unless released in writing by the Government from such obligation), with full knowledge that violation of such secrecy may subject you to criminal prosecution under the Espionage Laws, dated 25 June 1948, as amended, and other applicable laws and regulations.

UNITED STATES GOVERNMENT

BY ______________________
Office of Personnel

ACCEPTED:

[redacted]

Harold Phillips

14-00000

SECRET

CONTRACT INFORMATION AND CHECK LIST

INSTRUCTIONS: Complete all items, inserting "NA" when items are not applicable. Forward original and one copy for preparation of contract.

CASE OFFICER	DIVISION
Roy Malcolm	WH
TELEPHONE EXTENSION	**DATE**
2056	17 January 1956

SECTION I — GENERAL

1. NAME [X] PSEUDO [ ] TRUE: [redacted]
2. PROJECT:
3. ALLOTMENT NO.: 6-3545-55-055
4. SLOT NO.: BAF-125
5. PREVIOUS CIA PSEUDONYM OR ALIASES: Paul D. Langevin
6. INDIVIDUAL IS PRESENTLY ENGAGED, OR HAS BEEN ENGAGED BY CIA OR ITS ALLIED ACTIVITIES IN SOME CAPACITY [X] YES [ ] NO (If yes, describe and include salary): Contract Agent, 1952 - 1954; Staff Employee as of 1 May 1955 - $10,320
7. SECURITY CLEARANCE (Type and date): Top Secret
8. CONTRACT IS TO BE WRITTEN IN STERILE FORM I.E., "U.S. GOVERNMENT" [X] YES [ ] NO
9. INDIVIDUAL WILL WORK UNDER "CONTROLLED CONDITIONS" I.E., REGULAR OFFICE HOURS AWAY FROM SUBJECT'S HOME AND PERFORMED UNDER THE SUPERVISION OF A STAFF EMPLOYEE OR STAFF AGENT [ ] YES [X] NO
10. PROPOSED CATEGORY (Contract agent, contract employee, etc.): Staff Agent

SECTION II — PERSONAL DATA

11. CITIZENSHIP: U.S.
12. IF NOT U.S. CITIZEN, INDIVIDUAL IS A PERMANENT RESIDENT ALIEN [ ] YES [ ] NO
13. AGE: 33
14. DATE OF BIRTH (Month, day, year): 31 October 1922
15. LEGAL RESIDENCE (City and state or country): 4804 Washburn, Fort Worth, Texas, USA
16. CURRENT RESIDENCE (City and state or country): 949 Rose Lane, Falls Church, Va.
17. MARITAL STATUS (Check as appropriate): [ ] SINGLE [X] MARRIED [ ] WIDOWED [ ] ANNULLED [ ] SEPARATED [ ] DIVORCED
18. NUMBER OF DEPENDENTS (Not including individual) RELATIONSHIP:
    - Wife : Helen H. Phillips
    - Daughter : Maria Louise Phillips
    - Son : David A. Phillips, Jr.
    - Daughter : Atlee Young Phillips
19. INDIVIDUAL IS RELATED TO A STAFF EMPLOYEE, STAFF AGENT OR AN INDIVIDUAL CURRENTLY WORKING FOR THE AGENCY IN SOME CAPACITY [ ] YES [X] NO RELATIONSHIP:

SECTION III — U.S. MILITARY STATUS

20. RESERVE: No
21. VETERAN: Yes
22. IF RETIRED, INDICATE CATEGORY (Longevity, combat disability, service disability non-combat):
23. BRANCH OF SERVICE: -
24. RANK OR GRADE: -
25. DRAFT ELIGIBLE [ ] YES [X] NO
26. DRAFT DEFERMENT OBTAINED BY CIA [ ] YES [X] NO

SECTION IV — COMPENSATION

27. BASIC SALARY: $10,320
28. POST DIFFERENTIAL: Yes
29. COVER (Breakdown, if any): No
30. TAXES TO BE WITHHELD BY COVER [ ] YES [X] NO

SECTION V — ALLOWANCES (NORMALLY GRANTED ONLY TO RESIDENTS OF THE UNITED STATES)

31. QUARTERS: Yes
32. POST:
33. OTHER:
34. COVER (Breakdown, if any): Newspaperman

SECTION VI — TRAVEL

35. TYPES [X] PCS [ ] DOMESTIC OPERATIONAL [ ] FOREIGN OPERATIONAL
36. WITH DEPENDENTS [X] YES [ ] NO
37. HOUSEHOLD EFFECTS TO BE SHIPPED [X] YES [ ] NO
38. PERSONAL VEHICLE TO BE SHIPPED [X] YES [ ] NO
39. TRANSPORTED VEHICLE TO BE USED FOR OPERATIONAL TRAVEL [X] YES [ ] NO
40. IF WITH DEPENDENTS STATE RELATIONSHIP, CITIZENSHIP, AGE AND DATE OF BIRTH

Helen H. Phillips, Wife, U.S. 36, March 29, 1919

Maria Louise Phillips, Daughter, U.S. 6, August 9, 1949

David A. Phillips, Jr., Son, U.S. 4, January 14, 1952

Atlee Young Phillips, Daughter, U.S. 2, February 18, 1953

41. PAYMENT AND ACCOUNTABILITY WILL BE IN CONFORMANCE WITH [X] CIA REGULATIONS [ ] COVER POLICIES AND PROCEDURES

SECTION VII — OPERATIONAL EXPENSES

42. PURCHASE OF INFORMATION
43. ENTERTAINMENT
44. OTHER

45. PAYMENT AND ACCOUNTABILITY WILL BE IN CONFORMANCE WITH

14-00000

SECRET

CONTRACT INFORMATION AND CHECK LIST (CONTINUED)

NOTE: SEE INSTRUCTIONS ON FIRST SHEET.

CASE OFFICER	DIVISION
Ray Malcolm	WH
TELEPHONE EXTENSION: 2056	DATE: 17 January 1956

SECTION VIII — OTHER BENEFITS

BENEFITS (See Part XIV of Confidential Fund Regulations or successor regulations for benefits applicable to various categories of contract personnel. If medical benefits are requested, see R 15-335 or successor regulations.)

Staff Agent benefits

SECTION IX — COVER ACTIVITY

47. STATUS (Check): [ ] PROPOSED [X] ESTABLISHED

48. TYPE (Check): [ ] PROPRIETARY [ ] SUBSIDIZED [ ] CULTURAL [ ] EDUCATIONAL [ ] COMMERCIAL [ ] MILITARY [ ] TOURIST [X] OTHER

49. IF COVER PAYMENTS ARE CONTEMPLATED, THEY WILL BE EFFECTED ON REIMBURSABLE BASIS

NA [ ] YES [ ] NO [ ] COMPLETE [ ] PARTIAL

SECTION X — OFFSET OF INCOME

50. OFFSET OF INCOME AND OTHER EMOLUMENTS DERIVED FROM COVER ACTIVITIES (If less than total, justify in separate memo attached hereto.)

[X] TOTAL [ ] PARTIAL [ ] NONE

SECTION XI — TERM

51. DURATION: DAYS ___ MONTHS ___ 2 YEARS

52. EFFECTIVE DATE: Upon Departure

53. RENEWABLE: [X] YES [ ] NO

54. TERMINATION NOTICE (Number of days)

55. FORFEITURE OF RETURN TRAVEL FOR RESIGNATION PRIOR TO CONTRACT TERMINATION: [X] YES [ ] NO

SECTION XII — FUNCTION

56. PRIMARY FUNCTION (FI, PP, other)

PP

SECTION XIII — DUTIES

57. GENERAL DESCRIPTION OF DUTIES TO BE PERFORMED

PP Officer, Cuba

SECTION XIV — QUALIFICATIONS

58. EXPERIENCE

Contract Agent 1952-1954 in Chile
Contract Agent 1954 (PBSUCCESS & PBHISTORY)
Covert Associate 1954-1955

59. EDUCATION (Check Highest Level Attained)

[ ] GRADE SCHOOL [ ] HIGH SCHOOL GRADUATE [ ] TRADE SCHOOL GRADUATE
[ ] BUSINESS SCHOOL GRADUATE [ ] COMMERCIAL SCHOOL GRADUATE
[X] COLLEGE (No degree) [ ] COLLEGE DEGREE [ ] POST GRADUATE [ ] MA [ ] PHD

60. LANGUAGE COMPETENCY (Check Appropriate Degree Competency)

LANGUAGE	SPEAK FLUENT	SPEAK AVERAGE	SPEAK POOR	WRITE FLUENT	WRITE AVERAGE	WRITE POOR	READ FLUENT	READ AVERAGE	READ POOR
Spanish	X			X			X		
French		X				X		X	

61. INDIVIDUAL'S COUNTRY OF ORIGIN: U.S.

62. AREA KNOWLEDGE

Latin America, Europe

SECTION XV — PRIOR EMPLOYMENT

63. JOB AND SALARY PRIOR TO SERVICE FOR CIA

Self employed: Newspaper editor and publisher; lecturer.

SECTION XVI — ADDITIONAL INFORMATION

64. ADDITIONAL OR UNUSUAL REQUIREMENTS, JUSTIFICATIONS OR EXPLANATIONS (Use other side if necessary)

[ ] OVER

APPROVAL

DATE	TYPED NAME & SIGNATURE OF DIVISION OFFICER	DATE	TYPED NAME & SIGNATURE OF SENIOR STAFF OFFICER

You will utilize your established cover as a newspaper publisher and lecturer on Latin American affairs resident in Santiago, Chile. You have chosen to live temporarily in Cuba because of [redacted] unfulfilled lecture contracts in the United States. You have not returned to your business in Santiago because of the great expense of traveling between Chile and the United States. You will, in fact, return to the United States on two occasions to deliver lectures contracted before your employment as a Staff Employee of this Agency. (February 14 and 15 in Sioux Falls, South Dakota, and Wichita, Kansas; and March 13 in Palm Beach, Florida). You are strictly enjoined against using any material relating to intelligence or other covert activities. You are advised that the income received from the three scheduled lectures shall not be subject to the offset provisions of [redacted] (this letter of instruction). It is understood that the lectures will be made while on annual leave and that all expenses incidental thereto will be met by you. At some future date, should it be decided that you should renew your lecture activities, the decision as to whether or not the income will be subject to offset provisions will be made at [redacted] Headquarters.

You are also informed that should the manuscript entitled "Popcorn in the Andes", now in the hands of your literary agent, be published during your tour of duty the income therefrom will not be subject to the offset provisions of this contract.

SECRET

CONTRACT INFORMATION AND CHECK LIST	CASE OFFICER: Robert S. Goralski	DIVISION: NEA
INSTRUCTIONS: Complete all items, inserting "NA" when items are not applicable. Forward original and one copy for preparation of contract.	TELEPHONE EXTENSION: 3548	DATE: 9 May 1957

SECTION I — GENERAL

1. NAME [X] TRUE [ ] PSEUDO	2. PROJECT	3. ALLOTMENT NO.	4. SLOT NO.
[redacted]	PBCTATE		

5. PREVIOUS CIA PSEUDONYM OR ALIASES	6. INDIVIDUAL IS PRESENTLY ENGAGED OR HAS BEEN ENGAGED BY CIA OR ITS ALLIED ACTIVITIES IN SOME CAPACITY [X] YES [ ] NO (If yes, describe and include salary)
[redacted]	Staff Agent, WH $10,535.00

7. SECURITY CLEARANCE (Type and date)	8. CONTRACT IS TO BE WRITTEN IN STERILE FORM I.E., "U.S. GOVERNMENT"
Top Secret, 1 April 1955	[X] YES [ ] NO

9. INDIVIDUAL WILL WORK UNDER "CONTROLLED CONDITIONS" I.E., REGULAR OFFICE HOURS AWAY FROM SUBJECT'S HOME AND PERFORMED UNDER THE SUPERVISION OF A STAFF EMPLOYEE OR STAFF AGENT	10. PROPOSED CATEGORY (Contract agent, contract employee, etc.)
[X] YES [ ] NO	Staff Agent

SECTION II — PERSONAL DATA

11. CITIZENSHIP	12. IF NOT U.S. CITIZEN, INDIVIDUAL IS PERMANENT RESIDENT ALIEN	13. AGE	14. DATE OF BIRTH (Month, day, year)
U.S.A	[ ] YES [ ] NO	34	31 Oct. 1922

15. LEGAL RESIDENCE (City and state or country)	16. CURRENT RESIDENCE (City and state or country)
4804 Washburn, Fort Worth, Texas	

17. MARITAL STATUS (Check as appropriate)
[ ] SINGLE [X] MARRIED [ ] WIDOWED [ ] ANNULLED [ ] SEPARATED [ ] DIVORCED

18. NUMBER OF DEPENDENTS (Not including individual) RELATIONSHIP:	19. INDIVIDUAL IS RELATED TO A STAFF EMPLOYEE, STAFF AGENT OR AN INDIVIDUAL CURRENTLY WORKING FOR THE AGENCY IN SOME CAPACITY [ ] YES [X] NO RELATIONSHIP:
Five: Wife and four children	

SECTION III — U.S. MILITARY STATUS

20. RESERVE	21. VETERAN	22. IF RETIRED, INDICATE CATEGORY (Longevity, combat disability, service disability non-combat)
N.A.	World War II	N.A.

23. BRANCH OF SERVICE	24. RANK OR GRADE	25. DRAFT ELIGIBLE	26. DRAFT DEFERMENT OBTAINED BY CIA
N.A.	N.A.	[ ] YES [X] NO	[ ] YES [X] NO

SECTION IV — COMPENSATION

27. BASIC SALARY	28. POST DIFFERENTIAL	29. COVER (Breakdown, if any)	30. TAXES TO BE WITHHELD BY COVER
535 GS-12 $10,320.00	$585.00		[ ] YES [ ] NO

SECTION V — ALLOWANCES (NORMALLY GRANTED ONLY TO RESIDENTS OF THE UNITED STATES)

31. QUARTERS	32. POST	33. OTHER
$3,000.00	$585.00	

34. COVER (Breakdown, if any)

SECTION VI — TRAVEL

35. TYPES	36. WITH DEPENDENTS
[X] PCS [ ] DOMESTIC OPERATIONAL [ ] FOREIGN OPERATIONAL	[X] YES [ ] NO

37. HOUSEHOLD EFFECTS TO BE SHIPPED	38. PERSONAL VEHICLE TO BE SHIPPED	39. TRANSPORTED VEHICLE TO BE USED FOR OPERATIONAL TRAVEL
[X] YES [ ] NO	[X] YES [ ] NO	[X] YES [ ] NO

40. IF WITH DEPENDENTS STATE RELATIONSHIP, CITIZENSHIP, AGE AND DATE OF BIRTH

Wife: Helen H. Phillips, U.S., 38, 29 March 1919
Daughter: Maria Louise Phillips, U.S., 7, 9 Aug. 1949
Daughter: Atlee Young Phillips, U.S., 4, 18 Feb. 1953
Son: David A. Phillips, Jr., U.S. 5, 14 Jan. 1952
Child approx. 5 mos., U.S.

Present Cover OK.

KLW - June 57

41. PAYMENT AND ACCOUNTABILITY WILL BE IN CONFORMANCE WITH
[X] CIA REGULATIONS [ ] COVER POLICIES AND PROCEDURES

SECTION VII — OPERATIONAL EXPENSES

42. PURCHASE OF INFORMATION	43. ENTERTAINMENT	44. OTHER
N.A.	N.A.	N.A.

45. PAYMENT AND ACCOUNTABILITY WILL BE IN CONFORMANCE WITH

14-00000

SECRET

CONTRACT INFORMATION AND CHECK LIST (CONTINUED)	CASE OFFICER: Robert S. Goralski	DIVISION: NEA
NOTE: SEE INSTRUCTIONS ON FIRST SHEET	TELEPHONE EXTENSION: 3548	DATE: 9 May 1957

SECTION VIII — OTHER BENEFITS

46. BENEFITS (See Part XIV of Confidential Fund Regulations or successor regulations for benefits applicable to various categories of contract personnel. If medical benefits are requested, see R 15-310 or successor regulations.)

Usual staff employee benefits

SECTION IX — COVER ACTIVITY

47. STATUS (Check): [ ] PROPOSED [X] ESTABLISHED

48. TYPE (Check): [ ] PROPRIETARY [ ] SUBSIDIZED [ ] CULTURAL [ ] EDUCATIONAL [X] COMMERCIAL [ ] MILITARY [ ] TOURIST [ ] OTHER

49. IF COVER PAYMENTS ARE CONTEMPLATED, THEY WILL BE EFFECTED ON REIMBURSABLE BASIS: [ ] YES [ ] NO [ ] COMPLETE [ ] PARTIAL

SECTION X — OFFSET OF INCOME

50. OFFSET OF INCOME AND OTHER EMOLUMENTS DERIVED FROM COVER ACTIVITIES (If less than total, justify in separate memo attached hereto.) [X] TOTAL [ ] PARTIAL [ ] NONE

SECTION XI — TERM

51. DURATION: DAYS ___ MONTHS ___ 2 YEARS

52. EFFECTIVE DATE: Upon departure

53. RENEWABLE: [X] YES [ ] NO

54. TERMINATION NOTICE (Number of days):

55. FORFEITURE OF RETURN TRAVEL FOR RESIGNATION PRIOR TO CONTRACT TERMINATION: [X] YES [ ] NO

SECTION XII — FUNCTION

56. PRIMARY FUNCTION (PI, PP, other)

PP

SECTION XIII — DUTIES

57. GENERAL DESCRIPTION OF DUTIES TO BE PERFORMED

Ostensible Assistant to the Director of a Lebanese radio and television center, perform liaison functions between the Chief of Station, Beirut, and the Center; provide thematic guidance to the Center in its output in accordance with Agency needs in support of HRMANTLED projects.

SECTION XIV — QUALIFICATIONS

58. EXPERIENCE

PP operations officer in the development, management and supervision of radio broadcasting facilities; professional experience in several media, particularly newspapers and radio.

59. EDUCATION (Check Highest Level Attained): [ ] GRADE SCHOOL [ ] HIGH SCHOOL GRADUATE [ ] TRADE SCHOOL GRADUATE [ ] BUSINESS SCHOOL GRADUATE [ ] COMMERCIAL SCHOOL GRADUATE [X] COLLEGE (No degree) [ ] COLLEGE DEGREE [ ] POST GRADUATE [ ] MA [ ] PHD

60. LANGUAGE COMPETENCY (Check Appropriate Degree Competency)

LANGUAGE	SPEAK: FLUENT	SPEAK: AVERAGE	SPEAK: POOR	WRITE: FLUENT	WRITE: AVERAGE	WRITE: POOR	READ: FLUENT	READ: AVERAGE	READ: POOR
Spanish	x			x			x		
French		x			x			x	
German		x			x			x	

61. INDIVIDUAL'S COUNTRY OF ORIGIN: U.S.A.

62. AREA KNOWLEDGE

Central and South America; North Africa; Italy

SECTION XV — PRIOR EMPLOYMENT

63. JOB AND SALARY PRIOR TO SERVICE FOR CIA

Editor and publisher, lecturer, actor and free-lance writer.

SECTION XVI — ADDITIONAL INFORMATION

64. ADDITIONAL OR UNUSUAL REQUIREMENTS, JUSTIFICATIONS OR EXPLANATIONS (Use other side if necessary)

Assignment to Project PECTATE should be effective 30 April 1957

[ ] OVER

APPROVAL

DATE	TYPED NAME & SIGNATURE OF DIVISION OFFICER	DATE	TYPED NAME & SIGNATURE OF SENIOR STAFF OFFICER
10 May 57	[signature]		

TR

CONFIDENTIAL
(When Filled In)

1. NAME (Last) Phillips (First) David (Middle) A

2. THIS DATE 9 Dec 55

3. THE FOLLOWING AGENCY SPONSORED INSURANCE PROGRAMS HAVE BEEN EXPLAINED TO ME:

- [x] GOVERNMENT AGENCIES EMPLOYEES PROTECTIVE ASSOCIATION (GAEPA)
- [x] GROUP HOSPITALIZATION INCORPORATED (GHI)
- [x] MUTUAL BENEFIT OF OMAHA - HOSPITALIZATION
- [x] UNITED LIFE INSURANCE (UBLIC)
- [x] AIR TRIP INSURANCE
- [x] DREAD DISEASES *
- [x] INCOME REPLACEMENT *

* CASH PAYMENT OF PREMIUMS AT THE TIME EMPLOYEE APPLIES FOR INSURANCE MUST COVER THE PERIOD OF TIME HE WILL BE AWAY FROM HEADQUARTERS.

4. ITINERARY (To be completed only for individuals making application for Air Trip Insurance)

5. I AM NOW PARTICIPATING, OR WOULD LIKE TO PARTICIPATE IN THE INSURANCE PROGRAMS LISTED BELOW.

SIGNATURE OF EMPLOYEE: David A. Phillips

TYPE OF POLICY	DESIRED	NOW HAVE	POLICY NUMBER	DEDUCTIONS AUTHORIZED EACH PAY PERIOD	CASH PAID
Fed Emp Life		✓			
Mut of Omaha Health		✓	PA	Kemper 56	

6. I DO NOT ELECT TO PARTICIPATE IN ANY OF THE STATED INSURANCE PROGRAMS

SIGNATURE OF EMPLOYEE:

7. EMPLOYEE INTERVIEWED BY

CPB (Signature): C. T. Chrisman

ICD (Signature):

8. REMARKS

When completed, the original of this form should be forwarded to TRSB for incorporation in the employee's official personnel folder. The copy should be forwarded to CPB for retention in CPB files.

INSURANCE QUESTIONNAIRE

FORM NO. 797 REPLACES FORM 37-190
1 SEP 55 WHICH IS OBSOLETE.

CONFIDENTIAL

(4)

TR

CONFIDENTIAL
(When Filled In)

RESIDENCE AND DEPENDENCY REPORT

INSTRUCTIONS: Submit in duplicate when ordered overseas or whenever designated place of residence, marital or dependency status changes. This information is important in determining travel expenses allowable in connection with leave at Government expense, overseas duty, return to residence upon separation, and in determining transportation expenses allowable in connection with shipment of remains of employee or membe. of family.

1. NAME OF EMPLOYEE (Last) Phillips (First) David (Middle) Atlee

2. RESIDENCE DATA

PLACE OF RESIDENCE WHEN APPOINTED: 949 Rose Lane, Falls Church, Va.

LAST PLACE OF RESIDENCE IN CONTINENTAL U.S. (if appointed abroad):

PLACE IN CONTINENTAL U.S. DESIGNATED PERMANENT OR LEGAL RESIDENCE: 4804 Washburn, Fort Worth, Texas.

3. MARITAL STATUS

Status	Place	Date
[ ] SINGLE [x] MARRIED	PLACE OF MARRIAGE: Fort Worth, Texas	DATE OF MARRIAGE: 5 June 1948
[ ] DIVORCED	PLACE OF DIVORCE DECREE:	DATE OF DIVORCE DECREE:
[ ] WIDOWED	PLACE SPOUSE DIED:	DATE SPOUSE DIED:

4. MEMBERS OF FAMILY

Name	Address (Number)	(Street)	(City)	(State)	Telephone / Sex	Age
NAME OF SPOUSE: Helen Haasch Phillips	949	Rose Lane	Falls Church	Va	JE-3-9579	
NAMES OF CHILDREN: Maria Louise Phillips	"	"	"	"	Female	6
David Atlee Phillips, Jr.	"	"	"	"	Male	3
Atlee Young Phillips	"	"	"	"	Female	2
NAME OF FATHER (or male guardian): Deceased						
NAME OF MOTHER (or female guardian): Deceased						

5. PERSON TO BE NOTIFIED IN CASE OF EMERGENCY

NAME: Edwin T. Phillips, Jr. RELATIONSHIP: Brother

ADDRESS (Number) 4804 (Street) Washburn (City) Fort Worth (State) Texas TELEPHONE: —

THE PERSONS NAMED IN ITEM 4 ABOVE WILL ALSO BE NOTIFIED IN CASE OF EMERGENCY. IF SUCH NOTIFICATION IS NOT DESIRABLE, DUE TO HEALTH OR OTHER PERTINENT REASONS, PLEASE SO STATE UNDER "REMARKS."

VOLUNTARY ENTRIES

THE FOLLOWING AGENCY ENDORSED LIFE AND HOSPITALIZATION INSURANCE POLICIES ARE IN FORCE IN MY NAME: THE "POLICY NO." SHOULD BE ENTERED IF POSSIBLE, SINCE THIS INFORMATION WILL ASSIST IN EXPEDITING ACTION BY THE INSURANCE COMPANY SHOULD A CLAIM BECOME PAYABLE.

6. FULL NAME OF COMPANY	ADDRESS OF HOME OFFICE	POLICY NO.
U.S. Government Employee	Washington, D.C.	—
Mutual of Omaha Hospitalization	Omaha, Neb.	GMF 1514

7. I HAVE COMPLETED THE FOLLOWING: WILL [ ] YES [x] NO   POWER OF ATTORNEY [x] YES [ ] NO

8. REMARKS:

Power of Attorney to:

Edwin T. Phillips, Jr
4804 Washburn, Fort Worth, Texas.

Edmond K. Bannon
Casilla 1250, Santiago, Chile

SIGNED AT: Washington, D.C. DATE: 27 December 1955 SIGNATURE: [signature]

FORM NO. 61 REPLACES FORM 37-79 WHICH MAY BE USED. 1 JUL 54

CONFIDENTIAL (4)

CERTIFICATE OF ATTENDANCE

I certify that on MAY 12 1955 (DATE) I have attended the Induction Course specified by Regulation 25-110.

DAVID A. PHILLIPS
(NAME) - Please print

☐ CLERICAL ☐ STENOGRAPHIC ☑ OTHER

OFFICE DDP/PP/13D

GS- 14 (Grade)

Note: Displayed unusual alertness at the Introduction Program on May 12

FORM NO. 487 REPLACES FORM 51-121
1 FEB 55 WHICH MAY BE USED.

(6)

14-00000

STANDARD FORM 61 (REVISED AUGUST 1950)
PROMULGATED BY CIVIL SERVICE COMMISSION
FEDERAL PERSONNEL MANUAL

APPOINTMENT AFFIDAVITS

IMPORTANT.—*Before swearing to these appointment affidavits, you should read and understand the attached information for appointee*

CENTRAL INTELLIGENCE AGENCY (Department or agency) — (Bureau or division) — WASHINGTON, D. C. (Place of employment)

I, DAVID A. PHILLIPS, do solemnly swear (or affirm) that—

A. OATH OF OFFICE

I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely without any mental reservation or purpose of evasion; that I will well and faithfully discharge the duties of the office on which I am about to enter, SO HELP ME GOD.

B. AFFIDAVIT AS TO SUBVERSIVE ACTIVITY AND AFFILIATION

I am not a Communist or Fascist. I do not advocate nor am I a member of any organization that advocates the overthrow of the Government of the United States by force or violence or other unconstitutional means or seeking by force or violence to deny other persons their rights under the Constitution of the United States. I do further swear (or affirm) I will not so advocate, nor will I become a member of such organization during the period that I am an employee of the Federal Government.

C. AFFIDAVIT AS TO STRIKING AGAINST THE FEDERAL GOVERNMENT

I am not engaged in any strike against the Government of the United States and that I will not so engage while an employee of the Government of the United States; that I am not a member of an organization of Government employees that asserts the right to strike against the Government of the United States, and that I will not, while a Government employee, become a member of such an organization.

D. AFFIDAVIT AS TO PURCHASE AND SALE OF OFFICE

I have not paid, or offered or promised to pay, any money or other thing of value to any person, firm or corporation for the use of influence to procure my appointment.

E. AFFIDAVIT AS TO DECLARATION OF APPOINTEE

The answers given in the Declaration of Appointee on the reverse of this form are true and correct.

1 April 1955
(Date of entrance on duty)

[signature]
(Signature of appointee)

Subscribed and sworn before me this 23 day of April, A. D. 1955,

at Washington, (City) D. C. (State)

[SEAL]

[signature]
(Signature of officer)

5 USC 16 & 16a
(Title)

NOTE.—*If the oath is taken before a Notary Public the date of expiration of his commission should be shown.*

16—64160-6

DECLARATION OF APPOINTEE

This form is to be completed before entrance on duty. Answer all questions. Any false statement in this declaration will be grounds for cancellation of application or dismissal after appointment. Impersonation is a criminal offense and will be prosecuted accordingly.

[illegible] Fort Worth, Texas

1. PRESENT ADDRESS (*street and number, city and State*)

2. (A) DATE OF BIRTH	(B) PLACE OF BIRTH (*city or town and State or country*)		
October [illegible], 19[illegible]	Fort Worth, Texas		
3. (A) IN CASE OF EMERGENCY PLEASE NOTIFY	**(B) RELATIONSHIP**	**(C) STREET AND NUMBER, CITY AND STATE**	**(D) TELEPHONE NO.**
Helen [illegible] Phillips	Wife	[illegible]	[illegible]

4. DOES THE UNITED STATES GOVERNMENT EMPLOY, IN A CIVILIAN CAPACITY, ANY RELATIVE OF YOURS (EITHER BY BLOOD OR MARRIAGE) WITH WHOM YOU LIVE OR HAVE LIVED WITHIN THE PAST 24 MONTHS? ☐ YES ☑ NO

If so, for each such relative fill in the blanks below. If additional space is necessary, complete under Item 10

NAME	POST OFFICE ADDRESS (*Give street number, if any*)	(1) POSITION (2) TEMPORARY OR NOT (3) DEPARTMENT OR AGENCY IN WHICH EMPLOYED	RELATIONSHIP	MARRIED	SINGLE (*Check one*)
		1. 2. 3.			
		1. 2. 3.			
		1. 2. 3.			

INDICATE "YES" OR "NO" ANSWER BY PLACING "X" IN PROPER COLUMN	YES	NO
5. ARE YOU A CITIZEN OF OR DO YOU OWE ALLEGIANCE TO THE UNITED STATES?	X	
6. ARE YOU AN OFFICIAL OR EMPLOYEE OF ANY STATE, TERRITORY, COUNTY, OR MUNICIPALITY? *If your answer is "Yes", give details in Item 10.*		X
7. DO YOU RECEIVE ANY ANNUITY FROM THE UNITED STATES OR DISTRICT OF COLUMBIA GOVERNMENT UNDER ANY RETIREMENT ACT OR ANY PENSION OR OTHER COMPENSATION FOR MILITARY OR NAVAL SERVICE? *If your answer is "Yes", give in Item 10 reason for retirement, that is, age, optional disability, or by reason of voluntary or involuntary separation after 5 years' service, amount of retirement pay, and under what retirement act; and rating, if retired from military or naval service*		X
8. SINCE YOU FILED APPLICATION RESULTING IN THIS APPOINTMENT HAVE YOU BEEN DISCHARGED OR FORCED TO RESIGN, FOR MISCONDUCT OR UNSATISFACTORY SERVICE FROM ANY POSITION? *If your answer is "Yes", give in Item 10 the name and address of employer, date and reason in each case*		X
9. HAVE YOU BEEN ARRESTED (NOT INCLUDING TRAFFIC VIOLATIONS FOR WHICH YOU WERE FINED $5 OR LESS OR FORFEITED COLLATERAL OF $5 OR LESS) SINCE YOU FILED APPLICATION RESULTING IN THIS APPOINTMENT? *If your answer is "Yes", list all such cases under Item 10. Give in each case, (1) The date, (2) the nature of the offense or violation, (3) the name and location of the court, (4) the penalty imposed, if any, or other disposition of the case. If appointed, your fingerprints will be taken*		X

10. SPACE FOR DETAILED ANSWERS TO OTHER QUESTIONS

ITEM NO.	WRITE IN LEFT COLUMN NUMBERS OF ITEMS TO WHICH DETAILED ANSWERS APPLY

INSTRUCTIONS TO APPOINTING OFFICER

The appointing officer before whom the foregoing certificate is made shall determine to his own satisfaction that this appointment would be in conformance with the Civil Service Act, applicable Civil Service Rules and Regulations and acts of Congress pertaining to appointment.

This form should be checked for holding of office, pension, suitability in connection with any record of recent discharge or arrest, and particularly for the following:

(1) *Identity of appointee.*—It is the duty of the appointing officer to guard against impersonation and to determine beyond reasonable doubt that the appointee is the same person whose appointment was authorized. The appointee's signature and handwriting are to be compared with the application and/or other pertinent papers. If the appointee qualified in a written examination, the signature on this form should be compared with the signature on the declaration sheet, which was signed in the examination room. His physical appearance may be checked against the medical certificate. The appointee may also be questioned on his personal history for agreement with his previous statements.

(2) *Age.*—If definite age limits have been established for the position, it should be determined that applicant is not outside the age range for appointment. Until such determination is made, the appointment may not be consummated.

(3) *Citizenship.*—The appointing officer is responsible for observing the citizenship provisions of (1) the Civil Service Rules and (2) appropriation acts. Form 61 constitutes an affidavit for both purposes and is acceptable proof of citizenship status in the absence of conflicting evidence. In doubtful cases the appointment should not be consummated until clearance has been secured from the certifying office of the Civil Service Commission.

(4) *Members of Family.*—Section 9 of the Civil Service Act provides that whenever there are already two or more members of a family serving under probational or permanent appointment in the competitive service, no other member of such family is eligible for probational or permanent appointment in the competitive service. The appointments of persons entitled to veteran preference are not subject to this requirement. The members-of-family provision does not apply to temporary appointments. Doubtful cases may be referred to the appropriate office of the Civil Service Commission for decision.

U. S. GOVERNMENT PRINTING OFFICE 16—55100-8

SECRET
(When Filled In)

REQUEST FOR MEDICAL EVALUATION

1. DATE OF REQUEST: 29 Jan 75

2. NAME (Last, First, Middle): Phillips, David A.

3. POSITION TITLE: C/LAD

4. GRADE: GS-18

5. OFFICE, DIVISION, BRANCH: DDO/LA

6. EMPLOYEE'S EXT.: 5103

7. PURPOSE OF EVALUATION

- [ ] PRE-EMPLOYMENT
- [ ] ENTRANCE ON DUTY
- [x] TDY STANDBY (XX)
- [ ] SPECIAL TRAINING
- [ ] ANNUAL
- [ ] RETURN TO DUTY
- [ ] FITNESS FOR DUTY
- [ ] MEDICAL RETIREMENT
- [ ] HDQS/TDY
- [ ] OVERSEAS ASSIGNMENT

ETD	
STATION	
TDY OR PCS	
TYPE OF COVER	
NO. OF DEPENDENTS TO ACCOMPANY	
NO. OF DEPENDENTS' REPORTS OF MEDICAL HISTORY ATTACHED	

- [ ] RETURN FROM OVERSEAS

ETA	
STATION	
NO. OF DEP.'S	

8. OVERSEAS PLANNING EVALUATION (*One block must be checked*)

- [ ] YES
- [ ] NO

9. REQUESTING OFFICER

SIGNATURE: Kathy Hill

Kathy Hill, LA/Trng

ROOM NO. & BUILDING: 3D5317 Hqs — EXT: 7431

10. COMMENTS

Subject has completed his Executive Annual.

11. REPORT OF EVALUATION

Qualified for XXBXXXBXX TDY Standby until 1 Ocbober 1975.

DATE: 4 February 1975

SIGNATURE FOR CHIEF OF MEDICAL STAFF: William T. Golder, OMS/Registrar

FORM 2.62 259 USE PREVIOUS EDITIONS. SECRET (26)

14-00000

SECRET
(When Filled In)

REQUEST FOR MEDICAL EVALUATION

1. DATE OF REQUEST: 10 May 1972

2. NAME (Last, First, Middle): Phillips, David A. (Dependents Of)

3. POSITION TITLE: COS

4. GRADE: GS-17

5. OFFICE DIVISION, BRANCH: ~~Brasilia, Brazil~~

6. EMPLOYEE'S EXT.: 7431

7. PURPOSE OF EVALUATION

- [ ] PRE-EMPLOYMENT
- [ ] ENTRANCE ON DUTY
- [ ] TDY STANDBY
- [ ] SPECIAL TRAINING
- [ ] ANNUAL
- [ ] RETURN TO DUTY
- [ ] FITNESS FOR DUTY
- [ ] MEDICAL RETIREMENT
- [ ] HDQS/TDY
- [XX] OVERSEAS ASSIGNMENT

ETD: August 1972
STATION: Caracas, Venezuela
TDY OR PCS: PCS
TYPE OF COVER: State (Integrated)
NO. OF DEPENDENTS TO ACCOMPANY: ~~four~~ five
NO. OF DEPENDENTS REPORTS OF MEDICAL HISTORY ATTACHED:

- [ ] RETURN FROM OVERSEAS

ETA:
STATION:
NO. OF DEP'S:

~~10 July 0900~~ ~~12 Jul 1300~~ ~~13 July 0900~~ 20 Jul 1300
27 Jul 0900
28 Jul 1300

8. OVERSEAS PLANNING EVALUATION (One block must be checked)

- [XX] YES
- [ ] NO

DEPENDENT

11 MAY 1972

9. REQUESTING OFFICER

SIGNATURE: Joan Ferguson

ROOM NO. & BUILDING: 3D 5309 Hqs

EXT: 7431

10. COMMENTS

Please schedule appointments for the week of 10 July.

Virginia S.	wife	26 Feb 43	Wynne Augherton	dau	12 Sep 64
Deborah Anne	dau	25 Dec 59	Todd	son	3 Aug 70
Bryan Moss	son	31 Dec 60	Christopher C.		25 Dec 56
			David A. Jr.		7 Jan 58

11. REPORT OF EVALUATION

QUALIFIED FOR OS PCS

SPERRY PRESTON

DATE

SIGNATURE FOR CHIEF OF MEDICAL STAFF

15 MAY 1972

FORM 259 USE PREVIOUS EDITIONS

SECRET

2 of 5

SECRET
(When Filled In)

REQUEST FOR MEDICAL EVALUATION

1. DATE OF REQUEST: 17 October 1969

2. NAME (Last, First, Middle): Phillips, David A. (dependents)

3. POSITION TITLE: Branch Chief

4. GRADE: GS-16

5. OFFICE, DIVISION, BRANCH: DDP/WH/COG

6. EMPLOYEE'S EXT.: 7451

7. PURPOSE OF EVALUATION

- [ ] PRE-EMPLOYMENT
- [ ] ENTRANCE ON DUTY
- [ ] TDY STANDBY
- [ ] SPECIAL TRAINING
- [ ] ANNUAL
- [ ] RETURN TO DUTY
- [ ] FITNESS FOR DUTY
- [ ] MEDICAL RETIREMENT
- [ ] HQQS/TDY
- [XX] OVERSEAS ASSIGNMENT
  - ETD: o/a 28 December 1969
  - STATION: Rio de Janeiro
  - TDY OR PCS: PCS
  - TYPE OF COVER: State
  - NO. OF DEPENDENTS TO ACCOMPANY: 7
  - NO. OF DEPENDENTS' REPORTS OF MEDICAL HISTORY (SF 89) ATTACHED: To be forwarded
- [ ] RETURN FROM OVERSEAS
  - ETA:
  - STATION:
  - NO. OF DEP.'S:

8. OVERSEAS PLANNING EVALUATION (One block must be checked)

- [XX] YES
- [ ] NO

9. REQUESTING OFFICER

SIGNATURE: Ruth A. Sanford WH Personnel

ROOM NO. & BUILDING: 3D5309 Hq

EXT.: 6815

10. COMMENTS

Virginia S. - wife - 26 Feb 43

[redacted] 12 31 69

Christopher Clark - son - 28 Dec 56   Bryan Moss - son - 31 Dec 60

De SPERRY PRESTON - 25 Dec 59   Wynn Augherton - son - 12 Setp 64.

11. REPORT OF EVALUATION   12 31 69

QUALIFIED OS PCS

SPERRY PRESTON

DATE:

SIGNATURE FOR CHIEF OF MEDICAL STAFF:

FORM 10-69 259. USE PREVIOUS EDITIONS.

SECRET

14-00000

SECRET

1. NAME (Last, First, Middle) Phillips, David A.	2. DATE OF BIRTH 10/31/22	3. GRADE GS-16
4. OFFICE, DIVISION, BRANCH (or overseas station and existing cover if lateral assignment) DDP/WH/COG	5. PRESENT POSITION Branch Chief	6. EMPLOYEE EXTENSION 7451
7. PROPOSED STATION Rio de Janeiro	8. PROPOSED POSITION (Title, Number, Grade) COS, # 0186, GS-00	
9. TYPE OF COVER AT NEW STATION State	10. ESTIMATED DATE OF DEPARTURE o/a 28 Dec. '69	11. NO. OF DEPENDENTS TO ACCOMPANY 7

12. COMMENTS
Vice Robert D. Gahagen
State Integree
Form DS-1686 to be forwarded

13. DATE OF REQUEST	14. SIGNATURE OF REQUESTING OFFICIAL	15. ROOM NUMBER AND BUILDING	16. EXTENSION
	Ruth A. Sanford	3D 3309	6815

17. OFFICE OF MEDICAL SERVICES DISPOSITION

MEDICALLY QUALIFIED FOR
PROPOSED OS PCS.

DONALD FARLEY

18. OFFICE OF SECURITY DISPOSITION
12 24 69

19. OVERSEAS CANDIDATE REVIEW PANEL DISPOSITION

REQUEST FOR PCS OVERSEAS EVALUATION

FORM 1-66 259a USE PREVIOUS EDITIONS

SECRET

(4)

SECRET
(When Filled In)

REQUEST FOR MEDICAL EVALUATION

1. DATE OF REQUEST

2. NAME (Last, First, Middle): PHILLIPS, David A.

3. POSITION TITLE: Ops Officer

4. GRADE: GS-15

5. OFFICE, DIVISION, BRANCH: DDP/WH/COG

6. EMPLOYEE'S EXT.

7. PURPOSE OF EVALUATION

- [ ] PRE-EMPLOYMENT
- [ ] ENTRANCE ON DUTY
- [ ] TDY STANDBY
- [ ] SPECIAL TRAINING
- [ ] ANNUAL
- [ ] RETURN TO DUTY
- [ ] FITNESS FOR DUTY
- [ ] MEDICAL RETIREMENT
- [ ] HQS/TDY
- [ ] OVERSEAS ASSIGNMENT

ETD	22 May - 5 June 1968
STATION	Mexico City
TDY OR PCS	TDY
TYPE OF COVER	Tourist
NO. OF DEPENDENTS TO ACCOMPANY	
NO. OF DEPENDENTS' REPORTS OF MEDICAL HISTORY (SF 89) ATTACHED	

- [ ] RETURN FROM OVERSEAS

ETA	
STATION	
NO. OF DEPTS	

8. OVERSEAS PLANNING EVALUATION (One block must be checked)

- [ ] YES
- [ ] NO

9. REQUESTING OFFICER

SIGNATURE: Mary C. Wernig

ROOM NO. & BUILDING: 3D5309

EXT.: 1516

10. COMMENTS

QUALIFIED FOR PROPOSED TDY

REX HART

11. REPORT OF EVALUATION

DATE

SIGNATURE FOR CHIEF OF MEDICAL STAFF

FORM 10-59 259 (15-21-63)

SECRET

(20)

14-00000

SECRET
(When Filled In)

REQUEST FOR MEDICAL EVALUATION

1. DATE OF REQUEST: 6 September 1967

2. NAME (Last, First, Middle): Phillips, David

3. POSITION TITLE:

4. GRADE: GS-15

5. OFFICE, DIVISION, BRANCH: WH

6. EMPLOYEE'S EXT.:

7. PURPOSE OF EVALUATION

- [ ] PRE-EMPLOYMENT
- [ ] ENTRANCE ON DUTY
- [ ] TDY STANDBY
- [ ] SPECIAL TRAINING
- [XXX] ANNUAL - Executive
- [ ] RETURN TO DUTY
- [ ] FITNESS FOR DUTY
- [ ] MEDICAL RETIREMENT
- [ ] HDQS/TDY
- [ ] OVERSEAS ASSIGNMENT

ETD	
STATION	
TDY OR PCS	
TYPE OF COVER	
NO. OF DEPENDENTS TO ACCOMPANY	
NO. OF DEPENDENTS' REPORTS OF MEDICAL HISTORY (SF 89) ATTACHED	

- [ ] RETURN FROM OVERSEAS

ETA	
STATION	
NO. OF DEP.'S	

8. OVERSEAS PLANNING EVALUATION (One block must be checked)

- [ ] YES
- [ ] NO

9. REQUESTING OFFICER

SIGNATURE:

ROOM NO. & BUILDING: | EXT.:

10. COMMENTS

11. REPORT OF EVALUATION

... CURRENT
DUTIES
REX HART

DATE: | SIGNATURE FOR CHIEF OF MEDICAL STAFF:

FORM 10-59 259 USE PREVIOUS EDITIONS.

SECRET

(26)

SECRET
(When Filled In)

REQUEST FOR MEDICAL EVALUATION

1. DATE OF REQUEST

2. NAME (Last, First, Middle): PHILLIPS, David A. (Deps of)

3. POSITION TITLE: Ops Off

4. GRADE: GS-15

5. OFFICE, DIVISION, BRANCH: DDP/WH/3

6. EMPLOYEE'S EXT.: 5909

7. PURPOSE OF EVALUATION

- [ ] PRE-EMPLOYMENT
- [ ] ENTRANCE ON DUTY
- [ ] TDY STANDBY
- [ ] SPECIAL TRAINING
- [ ] ANNUAL
- [ ] RETURN TO DUTY
- [ ] FITNESS FOR DUTY
- [ ] MEDICAL RETIREMENT
- [ ] HDQS/TDY
- [ ] OVERSEAS ASSIGNMENT

ETD:

STATION:

TDY OR PCS:

TYPE OF COVER:

NO. OF DEPENDENTS TO ACCOMPANY:

NO. OF DEPENDENTS' REPORTS OF MEDICAL HISTORY (SF 43) ATTACHED:

- [X] RETURN FROM OVERSEAS

ETA:

STATION: Santo Domingo

NO. OF DEPS: Five

MEDICALLY QUALIFIED RETURNEE ... BACK HARE

8. OVERSEAS PLANNING EVALUATION (One block must be checked)

10 25 57

- [ ] YES
- [ ] NO

9. REQUESTING OFFICER

SIGNATURE:

ROOM NO. & BUILDING:

EXT.:

10. COMMENTS

Wife: Helen F.
Dau: Maria L. DOB 9 Aug 49
Son: David A DOB 14 Jan 52
Son: Atlee L DOB 16 Feb 53
~~Son: Christopher DOB 28 Dec 56~~

11. REPORT OF EVALUATION

DATE:

SIGNATURE FOR CHIEF OF MEDICAL STAFF:

FORM 10-58 259 USE PREVIOUS EDITIONS.

SECRET

(20)

14-00000

SECRET
(When Filled In)

REQUEST FOR MEDICAL EVALUATION

1. DATE OF REQUEST: 31 October 1966

2. NAME (Last, First, Middle): Phillips, David A.

3. POSITION TITLE:

4. GRADE: GS-

5. OFFICE, DIVISION, BRANCH: COB (WH)

6. EMPLOYEE'S EXT.: 5903

7. PURPOSE OF EVALUATION

- [ ] PRE-EMPLOYMENT
- [ ] ENTRANCE ON DUTY
- [ ] TDY STANDBY
- [ ] SPECIAL TRAINING
- [x] ANNUAL - Executive
- [ ] RETURN TO DUTY
- [ ] FITNESS FOR DUTY
- [ ] MEDICAL RETIREMENT
- [ ] HDQS/TDY
- [ ] OVERSEAS ASSIGNMENT
  - ETD
  - STATION
  - TDY OR PCS
  - TYPE OF COVER
  - NO. OF DEPENDENTS TO ACCOMPANY
  - NO. OF DEPENDENTS' REPORTS OF MEDICAL HISTORY (SF 89) ATTACHED
- [ ] RETURN FROM OVERSEAS
  - ETA
  - STATION
  - NO. OF DEP.'S

8. OVERSEAS PLANNING EVALUATION (One block must be checked)

- [ ] YES
- [ ] NO

9. REQUESTING OFFICER

SIGNATURE

ROOM NO. & BUILDING | EXT.

10. COMMENTS

QUALIFIED FOR CURRENT DUTIES

11. REPORT OF EVALUATION

REX HART

DATE: 12 1 C[illegible]

SIGNATURE FOR CHIEF OF MEDICAL STAFF

FORM 10-59 259 USE PREVIOUS EDITIONS.

SECRET

(26)

14-00000

SECRET
(When Filled In)

REQUEST FOR MEDICAL EVALUATION

1. DATE OF REQUEST: ~~2~~ June 64

2. NAME (Last, First, Middle): PHILLIPS, David A.

3. POSITION TITLE: Ops Ofcr

4. GRADE: 15

5. OFFICE, DIVISION, BRANCH: DDP/WH/3

6. EMPLOYEE'S EXT.: x5909

7. PURPOSE OF EVALUATION

- [ ] PRE-EMPLOYMENT
- [ ] ENTRANCE ON DUTY
- [ ] TDY STANDBY
- [ ] SPECIAL TRAINING
- [ ] ANNUAL
- [ ] RETURN TO DUTY
- [ ] FITNESS FOR DUTY
- [ ] MEDICAL RETIREMENT

- [X] HDQS/TDY
- [ ] OVERSEAS ASSIGNMENT

ETD	3 July 64
STATION	Return to Mexico City
TDY OR PCS	PCS
TYPE OF COVER	State Integree
NO. OF DEPENDENTS TO ACCOMPANY	5
NO. OF DEPENDENTS' REPORTS OF MEDICAL HISTORY (SF 89) ATTACHED	-0

- [X] RETURN FROM OVERSEAS

ETA	30 June 64
STATION	Mexico City, Mexico
NO. OF DEP.'S	5

8. OVERSEAS PLANNING EVALUATION (One block must be checked)

- [X] YES
- [ ] NO

9. REQUESTING OFFICER

SIGNATURE: Murray Benthall

Murray Benthall WH/Pers Ofcr

ROOM NO. & BUILDING: GH 4407 Hqs

EXT.: x5909

10. COMMENTS

Will be in Hqs beginning 30 June until 3 July for TDY. 1-2 July

QUALIFIED FOR PROPOSED O'S'd PCS

11. REPORT OF EVALUATION

JOE W. CLINE

DATE: 1 7 ? 64

SIGNATURE FOR CHIEF OF MEDICAL STAFF:

FORM 10-59 259 USE PREVIOUS EDITIONS.

SECRET (20)

SECRET
(When Filled In)

REQUEST FOR MEDICAL EVALUATION

1. DATE OF REQUEST: 27 JULY 1965

2. NAME (Last, First, Middle): PHILLIPS, DAVID A.
3. POSITION TITLE: COS
4. GRADE: 15
5. OFFICE, DIVISION, BRANCH: DDP/WH/BRANCH 2
6. EMPLOYEE'S EXT.: 6576

7. PURPOSE OF EVALUATION

- [ ] PRE-EMPLOYMENT
- [ ] ENTRANCE ON DUTY
- [ ] TDY STANDBY
- [ ] SPECIAL TRAINING
- [ ] ANNUAL
- [ ] RETURN TO DUTY
- [ ] FITNESS FOR DUTY
- [ ] MEDICAL RETIREMENT
- [ ] HDQS/TDY
- [XX] OVERSEAS ASSIGNMENT
  - ETD: LATERAL TRANSFER
  - STATION: SANTO DOMINGO, D.R.
  - TDY OR PCS: PCS
  - TYPE OF COVER: DEPARTMENT OF STATE
  - NO. OF DEPENDENTS TO ACCOMPANY: 5
  - NO. OF DEPENDENTS' REPORTS OF MEDICAL HISTORY (SF 89) ATTACHED: 0
- [ ] RETURN FROM OVERSEAS
  - ETA: LATERAL TRANSFER
  - STATION: MEXICO CITY, MEXICO
  - NO. OF DEP.'S: 5

8. OVERSEAS PLANNING EVALUATION (One block must be checked)
- [ ] YES
- [ ] NO

9. REQUESTING OFFICER
SIGNATURE: FRANK LANE
WH/PERSONNEL
ROOM NO. & BUILDING: GH-56
EXT.: 6576

10. COMMENTS

MR. PHILLIPS IS A DIRECT TRANSFER.

QUALIFIED FOR PROPOSED PCS

JOE W. CLINE

11. REPORT OF EVALUATION

DATE: 7 30 65

SIGNATURE FOR CHIEF OF MEDICAL STAFF

FORM 10-59 259 USE PREVIOUS EDITIONS.

SECRET

(26)

SECRET
(When Filled In)

REQUEST FOR MEDICAL EVALUATION

1. DATE OF REQUEST	22 June 1961
2. NAME (Last, First, Middle)	PHILLIPS, David A.
3. POSITION TITLE	Ops Officer
4. GRADE	GS-14
5. OFFICE, DIVISION, BRANCH	DDP/WHD
6. EMPLOYEE'S EXT.	8242

7. PURPOSE OF EVALUATION

- [ ] PRE-EMPLOYMENT
- [ ] ENTRANCE ON DUTY
- XXXXXXXXXXXXXXXXX
- [ ] TDY STANDBY
- [ ] SPECIAL TRAINING
- [ ] ANNUAL
- [ ] RETURN TO DUTY
- [ ] FITNESS FOR DUTY
- [ ] MEDICAL RETIREMENT
- [ ] PCS/TCY
- [XX] OVERSEAS ASSIGNMENT

ETD	16 August 1961
STATION	Mexico City
TDY OR PCS	PCS
TYPE OF COVER	Dept of State
NO. OF DEPENDENTS TO ACCOMPANY	five
NO. OF DEPENDENTS' REPORTS OF MEDICAL HISTORY (SF 89) ATTACHED	

FORM 89 attached

- [ ] RETURN FROM OVERSEAS

ETA
STATION
NO. OF DEPS

Subject's last physical exam was more than a year ago.

8. OVERSEAS PLANNING EVALUATION (One block must be checked)

- [XX] YES
- [ ] NO

9. REQUESTING OFFICER

SIGNATURE [signature]
Henry Oosthoek, Jr.

ROOM NO. & BUILDING: 1404 Barton Hall
EXT.: 8242

10. REPORT OF EVALUATION
COMMENTS

11. REPORT OF EVALUATION

DATE: 10 AUG 1961

SIGNATURE FOR CHIEF OF MEDICAL STAFF

FORM 10-59 259 USE PREVIOUS EDITIONS.

SECRET

(26)

SECRET
(When Filled In)

REQUEST FOR MEDICAL EVALUATION

1. DATE OF REQUEST	12 April 1960
2. NAME (Last, First, Middle)	PHILLIPS, David Atlee
3. POSITION TITLE	
4. GRADE	GS-14
5. OFFICE, DIVISION, BRANCH	Washington, D. C.
6. EMPLOYEE'S EXT.	2960

7. PURPOSE OF EVALUATION

- [ ] PRE-EMPLOYMENT
- [ ] ENTRANCE ON DUTY
- [ ] OVERSEAS RETURN
- [ ] TDY STANDBY
- [ ] SPECIAL TRAINING
- [ ] ANNUAL
- [ ] RETURN TO DUTY
- [ ] FITNESS FOR DUTY
- [ ] MEDICAL RETIREMENT
- [X] OVERSEAS ASSIGNMENT

ETD	15 April 1960
STATION	WH Area
TDY OR PCS	TDY
TYPE OF COVER	[redacted]
NO. OF DEPENDENTS TO ACCOMPANY	None
NO. OF DEPENDENTS' REPORTS OF MEDICAL HISTORY (SF 89) ATTACHED	

8. OVERSEAS PLANNING EVALUATION (One block must be checked)

- [ ] YES
- [ ] NO

9. REQUESTING OFFICER

SIGNATURE	S. J. Chillino (signature) S. J. CHILLINO
ROOM NO. & BUILDING	1014 Barton
EXT.	8717

10. REPORT OF EVALUATION

QUALIFIED FOR OVERSEAS [illegible]
AND [illegible]

DATE	21 APR 1960
SIGNATURE FOR CHIEF OF MEDICAL STAFF	[illegible]

FORM 10-59 259 USE PREVIOUS EDITIONS. SECRET (20)

14-00000

SECRET
(When Filled In)

CS/

REQUEST FOR MEDICAL EVALUATION

1. DATE OF REQUEST

2. NAME (Last, First, Middle): [illegible], DAVID A.

3. POSITION TITLE: [illegible]

4. GRADE: [illegible]-14

5. OFFICE, DIVISION, BRANCH: [illegible]/TR [illegible] Development Component

6. EMPLOYEE'S EXT.

7. PURPOSE OF EVALUATION

- [ ] PRE-EMPLOYMENT
- [x] ENTRANCE ON DUTY
- [ ] OVERSEAS RETURN
- [ ] TDY STANDBY
- [ ] SPECIAL TRAINING
- [ ] ANNUAL
- [ ] RETURN TO DUTY
- [ ] FITNESS FOR DUTY
- [ ] MEDICAL RETIREMENT
- [ ] OVERSEAS ASSIGNMENT

ETD	
STATION	
TDY OR PCS	
TYPE OF COVER	
NO. OF DEPENDENTS TO ACCOMPANY	
NO. OF DEPENDENTS' REPORTS OF MEDICAL HISTORY (SF 89) ATTACHED	

8. OVERSEAS PLANNING EVALUATION (One block must be checked)

- [ ] YES
- [ ] NO

9. REQUESTING OFFICER

SIGNATURE: [illegible]

ROOM NO. & BUILDING: 1[illegible] Curie

EXT. [illegible]

10. REPORT OF EVALUATION

[illegible]

[illegible]

qualified Com from S.A.PSE

DATE

SIGNATURE FOR CHIEF OF MEDICAL STAFF [signature]

FORM 10-59 259 USE PREVIOUS EDITIONS.

SECRET

(26)

14-00000

SECRET
(When Filled In)

REQUEST FOR MEDICAL EVALUATION

1. DATE OF REQUEST	

2. NAME (Last, First, Middle)	3. POSITION TITLE	4. GRADE
PHILLIPS, DAVID A.	OPS O-FICER	-14
5. OFFICE, DIVISION, BRANCH		6. EMPLOYEE'S EXT.
DDP/WH CS/C Development Complement		

7. PURPOSE OF EVALUATION

- [ ] PRE-EMPLOYMENT
- [x] ENTRANCE ON DUTY
- [ ] OVERSEAS RETURN
- [ ] TDY STANDBY
- [ ] SPECIAL TRAINING
- [ ] ANNUAL
- [ ] RETURN TO DUTY
- [ ] FITNESS FOR DUTY
- [ ] MEDICAL RETIREMENT
- [ ] OVERSEAS ASSIGNMENT

ETD	
STATION	
TDY OR PCS	
TYPE OF COVER	
NO. OF DEPENDENTS TO ACCOMPANY	
NO. OF DEPENDENTS' REPORTS OF MEDICAL HISTORY (SF 89) ATTACHED	

8. OVERSEAS PLANNING EVALUATION (One block must be checked)

- [ ] YES
- [ ] NO

9. REQUESTING OFFICER

SIGNATURE

ROD H. GARRETT

ROOM NO. & BUILDING	EXT.
1704 Curie	6371

10. REPORT OF EVALUATION

PLEASE EXPEDITE

DEPARTMENTAL DUTIES

See Official Commission from St. R. SC

DATE: 24 MAR 1960

SIGNATURE FOR CHIEF OF MEDICAL STAFF: [signature]

FORM 10-59 259 USE PREVIOUS EDITIONS.

SECRET

(26)

SECRET
(When Filled In)

REQUEST FOR MEDICAL EVALUATION

1. DATE OF REQUEST			
2. NAME (Last, First, Middle) PHILLIPS, DAVID A.	3. POSITION TITLE OPS OFFICER	4. GRADE GS-14	
5. OFFICE, DIVISION, BRANCH DDP/WH CS/CL Development Complement	6. EMPLOYEE'S EXT.		

7. PURPOSE OF EVALUATION

- [ ] PRE-EMPLOYMENT
- [ ] ENTRANCE ON DUTY
- [ ] OVERSEAS RETURN
- [ ] TDY STANDBY
- [ ] SPECIAL TRAINING
- [ ] ANNUAL
- [ ] RETURN TO DUTY
- [ ] FITNESS FOR DUTY
- [ ] MEDICAL RETIREMENT

- [ ] OVERSEAS ASSIGNMENT

ETD	
STATION	
TDY OR PCS	
TYPE OF COVER	
NO. OF DEPENDENTS TO ACCOMPANY	
NO. OF DEPENDENTS' REPORTS OF MEDICAL HISTORY (SF 89) ATTACHED	

8. OVERSEAS PLANNING EVALUATION (One block must be checked)

- [ ] YES
- [ ] NO

9. REQUESTING OFFICER

SIGNATURE

ROD H. CA'RIOTTI

ROOM NO. & BUILDING	EXT.
1504 Curie	8372

10. REPORT OF EVALUATION

PLEASE EXPEDITE

DATE	SIGNATURE FOR CHIEF OF MEDICAL STAFF

SECRET
(When Filled In)

REQUEST FOR MEDICAL EVALUATION

1. DATE OF REQUEST			
2. NAME (Last, First, Middle) PHILLIPS, DAVID A. (DEPENDENTS)	3. POSITION TITLE O S OFFICER	4. GRADE 14	
5. OFFICE, DIVISION, BRANCH DDP/WH CS/OS Development Complement	6. EMPLOYEE'S EXT.		

7. PURPOSE OF EVALUATION

- [ ] PRE-EMPLOYMENT
- [ ] ENTRANCE ON DUTY
- [ ] OVERSEAS RETURN
- [ ] TDY STANDBY
- [ ] SPECIAL TRAINING
- [ ] ANNUAL
- [ ] RETURN TO DUTY
- [ ] FITNESS FOR DUTY
- [ ] MEDICAL RETIREMENT
- [ ] OVERSEAS ASSIGNMENT

ETD	
STATION	
TDY OR PCS	
TYPE OF COVER	
NO. OF DEPENDENTS TO ACCOMPANY	
NO. OF DEPENDENTS' REPORTS OF MEDICAL HISTORY (SF 89) ATTACHED	

8. OVERSEAS PLANNING EVALUATION (One block must be checked)

- [ ] YES
- [ ] NO

9. REQUESTING OFFICER

SIGNATURE: POD H. Capriotti

ROOM NO. & BUILDING: 1504 Curie

EXT.: 8371

10. REPORT OF EVALUATION

PLEASE EXPEDITE (DEPENDENTS)

DATE:

SIGNATURE FOR CHIEF OF MEDICAL STAFF:

FORM 10-59 259 USE PREVIOUS EDITIONS.

SECRET

(28)

14-00000

SECRET
(When Filled In)

MEDICAL ACTION REQUEST AND REPORT

I REQUEST FOR PHYSICAL EXAMINATION BY Ralph S. Pollock, C/CPD

1. NAME (Last) (First) (Middle)	2. DATE
PHILLIPS, DAVID A.	20 Jan 56
3. TO POSITION: Operations Officer (PP)	4. OFFICE, DIVISION, BRANCH: DDP/WH	5. GRADE: GS-14

6. TYPE OF POSITION
- [ ] Departmental
- [ ] U.S. Field
- [x] Overseas

7. EVALUATE FOR
- [ ] EOD
- [x] Overseas
- [ ] Returnee
- [ ] Pre-Employment
- [ ] Annual
- [ ] Special (Specify)

Please notify Ken Wambold only, 2508 Curie Hall, x3585

II REPORT OF MEDICAL EVALUATION
- [ ] Qualified for Full Duty (General)
- [ ] Qualified for Departmental Duty Only
- [ ] Qualified for Full Duty (Special)
- [ ] Disqualified

Remarks:

Subject is qualified for proposed PCS O/S assignment. (1-16-56)

SECRET C. O. [signature]
MEDICAL OFFICE

SECRET
(When Filled In)

MEDICAL ACTION REQUEST AND REPORT

I REQUEST FOR PHYSICAL EXAMINATION BY

1. NAME (Last)	(First)	(Middle)	2. DATE
Phillips,	David	A.	12 Dec., 1955
3. TO POSITION	4. OFFICE, DIVISION, BRANCH: WH		5. GRADE: GS-12

6. TYPE OF POSITION
- [ ] Departmental
- [ ] U.S. Field
- [ ] Overseas

7. EVALUATE FOR
- [ ] EOD
- [ ] Overseas
- [ ] Returnee
- [ ] Pre-Employment
- [ ] Annual
- [ ] Special (Specify)

II REPORT OF MEDICAL EVALUATION
- [ ] Qualified for Full Duty (General)
- [ ] Qualified for Departmental Duty Only
- [ ] Qualified for Full Duty (Special)
- [ ] Disqualified

Remarks:

Subject is qualified for proposed 7 days TDY assignment. (12/12/55)
Must have a physical examination on return form trip.
This memo supersedes previous qualification.

[initials]
C. O. [signature]
MEDICAL OFFICE

SECRET

14-00000

SECRET
(When Filled In)

MEDICAL ACTION REQUEST AND REPORT

I REQUEST FOR PHYSICAL EXAMINATION BY

1. NAME (Last) PHILLIPS	(First) DAVID	(Middle) ATLEE	2. DATE 30 Dec 1955
3. TO POSITION Ops Officer	4. OFFICE, DIVISION, BRANCH W.H.		5. GRADE GS-14

6. TYPE OF POSITION
- [ ] Departmental
- [ ] U.S. Field
- [ ] Overseas

Cuba

ETD 17 Feb 1956 PCS

7. EVALUATE FOR
- [ ] EOD
- [ ] Overseas
- [ ] Returnee
- [ ] Pre-Employment
- [ ] Annual
- [ ] Special (Specify)

II REPORT OF MEDICAL EVALUATION
- [ ] Qualified for Full Duty (General)
- [ ] Qualified for Departmental Duty Only
- [ ] Qualified for Full Duty (Special)
- [ ] Disqualified

Remarks: Subject is qualified for proposed PCS O/S assignment. (1/16/56)

[signature]
MEDICAL OFFICE

SECRET

MEDICAL ACTION REQUEST AND REPORT

I REQUEST FOR PHYSICAL EXAMINATION BY

1. NAME (Last) XXXXXXXX	(First) PHILLIPS, DAVID A.	(Middle)	2. DATE 2 August 1954
3. TO POSITION	4. OFFICE, DIVISION, BRANCH WH		5. GRADE GS 12

6. TYPE OF POSITION
- [ ] Departmental
- [ ] U.S. Field
- [x] Overseas

Guatamala

7. EVALUATE FOR
- [ ] EOD
- [x] Overseas
- [ ] Returnee
- [ ] Pre-Employment
- [ ] Annual
- [ ] Special (Specify)

II REPORT OF MEDICAL EVALUATION
- [x] Qualified for Full Duty (General)
- [ ] Qualified for Departmental Duty Only
- [ ] Qualified for Full Duty (Special)
- [ ] Disqualified

Remarks:
WH #I

Mr. GAHAGAN
x 3995

Full duty/General (8-9-54)

[signature] Joseph J. Mac...

SECRET
(WHEN FILLED IN)

QUALIFICATIONS SYSTEM RECORD CHANGE

APPLICANT CODING DATA

1. ID	2. APPL. NO.	3. NAME
2	6-DIGITS	MUST CONTAIN 20-DIGITS

4. DATE OF BIRTH			5. DATE CODED			
MO	DA	YR	MO	DA	YR	THE DATA ABOVE (ITEMS 2 THRU 5) WILL BE FILLED IN WHEN CODING AN ~~APPLICANT~~ FOR THE FIRST TIME. THIS FORM IS THEN ATTACHED TO FORM 1962, MASTER QUALIFICATIONS CODING RECORD.

LANGUAGE CODING DATA - FORM 444c

1. ID	2. EMPLOYEE NO.	3. NAME	4. LANGUAGE DATA CODE BASE CODE	R	W	P	S	U	T	YR
3		3-LETTERS								

5. DATE SUBMITTED			6. DATE OF BIRTH			
MO	DA	YR	MO	DA	YR	WHEN FORM 444c DENOTES NO LANGUAGE COMPETENCE, ENTER THE FOLLOWING IN ITEM 4: "NO++LANGUAGE" (12-DIGITS)

LANGUAGE PROFICIENCY TEST DATA

1. ID	2. EMPLOYEE NO	3. NAME 3-LETTERS	4. CODE C-A-D	5. LANGUAGE DATA BEFORE TEST BASE CODE	R	W	P	S	U	T	YR
5	024345	PHI	A	BL31	1	+	+	+	+	+	69

6. LANGUAGE DATA AFTER TEST BASE CODE	R	W	P	S	U	T	YR	7. DATE OF TEST MO	DA	YR	
++++	+	+	+	+	+	+	++	12	18	69	DATA FOR ITEM 2 THRU 7 IS EXTRACTED FROM FORM 1273 LANGUAGE PROFICIENCY AND AWARDS DATA.

PLW

QUALIFICATIONS RECORD CHANGE

1. ID	2. EMP/APPL NO.	3. NAME
4		3-LETTERS

ENTER UNDER "TYPE" -
A - ADDITION TO RECORD
C - CHANGE TO EXISTING RECORD
D - DELETION OF DATA FROM EXISTING RECORD

TYPE	CODE # 1 BASE	1	2	3	YR	CODE # 2 BASE	1	2	3	YR

FORM 10-64 1962a

SECRET

GROUP 1
EXCLUDED FROM AUTOMATIC DOWNGRADING AND DECLASSIFICATION

(4-51)

14-00000

CERTIFICATION OF LANGUAGE PROFICIENCY

1. EMPLOYEE NO.	2. NAME (LAST-FIRST-MIDDLE)	3. TYPE CHANGE	4. LANGUAGE DATA PRIOR TO TEST
	PHILLIPS, DAVID A.	ADD / CHANGE / DELETE	LAN. CODE, R, W, P, S, U, I/T, YEAR

5. LANGUAGE DATA AFTER TEST (LAN. CODE, R, W, P, S, U, I/T, YEAR)	6. DATE TESTED	7. DATE OF BIRTH	8. GRADE	9. OFFICE OR DIVISION
	12/18/63	10/31/22	16	WH

NOTICE TO PERSON TESTED

10. ON THE DATE SHOWN IN ITEM 6 ABOVE, YOU WERE TESTED IN PORTUGUESE (BRAZILIAN) BK51 (NAME OF LANGUAGE)
AND YOUR TEST SCORES ARE AS FOLLOWS:

READING	WRITING	PRONUNCIATION	SPEAKING	UNDERSTANDING
I	+	+	+	+

TEST RATINGS: O = ZERO, I = INTERMEDIATE, S = SLIGHT, H = HIGH, E = ELEMENTARY, N = NATIVE

11. REMARKS

12. SIGNATURE [signature]

13. LO NUMBER 17603

FORM 11-64 1273 OBSOLETE PREVIOUS EDITIONS (10-45) **SECRET** GROUP 1 EXCLUDED FROM AUTOMATIC DOWNGRADING AND DECLASSIFICATION 1 - OP/QAB

SECRET Phillips, David A.

QUALIFICATIONS SYSTEM RECORD CHANGE

APPLICANT CODING DATA

1. ID	2. APPL. NO.	3. NAME
2	6-DIGITS	MUST CONTAIN 20-DIGITS

4. DATE OF BIRTH (MO DA YR)	5. DATE CODED (MO DA YR)	
		THE DATA ABOVE (ITEMS 2 THRU 5) WILL BE FILLED IN WHEN CODING AN APPLICANT FOR THE FIRST TIME. THIS FORM IS THEN ATTACHED TO FORM 1962, MASTER QUALIFICATIONS CODING RECORD.

LANGUAGE CODING DATA - FORM 444c

1. ID	2. EMPLOYEE NO.	3. NAME	4. LANGUAGE DATA CODE: BASE CODE	R	W	P	S	U	T	YR
3		3-LETTERS								

5. DATE SUBMITTED (MO DA YR)	6. DATE OF BIRTH (MO DA YR)	
		WHEN FORM 444c DENOTES NO LANGUAGE COMPETENCE, ENTER THE FOLLOWING IN ITEM 4: "NO++LANGUAGE" (12-DIGITS)

LANGUAGE PROFICIENCY TEST DATA

1. ID	2. EMPLOYEE NO	3. NAME 3-LETTERS	4. CODE C-A-D	5. LANGUAGE DATA BEFORE TEST: BASE CODE	R	W	P	S	U	T	YR
5	024345	PHI	C	BK50	E	S	I	I	I	4	61

6. LANGUAGE DATA AFTER TEST: BASE CODE	R	W	P	S	U	T	YR	7. DATE OF TEST: MO	DA	YR	
BK50	F	T	0	0	0	4	61	06	30	61	DATA FOR ITEM 2 THRU 7 IS EXTRACTED FROM FORM 1273, LANGUAGE PROFICIENCY AND AWARDS DATA.

3 Nov 1964

The authorization to process this employee's disclaim of proficiency in the language factors indicated on this form is contained in a memorandum on file and designated "Language Proficiency Disclaim File", located in the Qualifications Analysis Branch, Office of Personnel.

14-00000

PERSONAL HISTORY STATEMENT

INSTRUCTIONS

—DO NOT ATTEMPT TO COMPLETE THIS FORM UNTIL YOU HAVE READ THE FOLLOWING INSTRUCTIONS—

1. Answer all questions completely or check (X) the box which applies. If the question is not applicable, write "NA". If you do not know the answer and it cannot be obtained from personal records, write "Unknown". Use the blank space on pages 15 and 16 for extra details on any question for which you do not have enough space.
2. Type or print carefully—USE BLACK TYPEWRITER RIBBON OR BLACK INK.
3. Leave blank any boxes or columns which are marked "FOR OFFICE USE ONLY".
4. Consider each of your answers carefully, accurate completion of the form will permit review of your qualifications to the best advantage. Your signature at the end of the form will certify to its correctness.
5. Page 17 entitled "Personal History Summary" must be completed. It is a brief abstract of information from other parts of the form and will *help to speed the processing* of your application.

SECTION I — GENERAL PERSONAL AND PHYSICAL DATA

GENERAL

1. Full Name (Last-first-middle): Ahern, Virginia, Simmons	2. Age: 2?	3. Sex: ☐ Male ☒ Female	4. Social security number: 579-54-5233
5. Nicknames: Gina	6. Other names you have used: N/A		
7. Indicate circumstances (including length of time) under which you have used the names noted in item 6 above: N/A			
8. If legal change of name, give particulars (Where and by what authority): N/A			

9. Height	10. Weight	11. Color of eyes	12. Color of hair	13. Type of complexion	14. Build
5' 3	105	green	blond	fair	slight

15. Scars (Type and location): appendix, stomach	16. Other distinguishing physical features: N/A

17. Current address (No., Street, City, State & ZIP code—country if not U.S.)	18. Current phone number	19. Long distance area code
9741 Corral Dr., Potomac, Maryland 20854	299-5362	301

20. Permanent address (No., Street, City, State & ZIP code—country if not U.S.)	21. Permanent phone number	22. Long distance area code
9741 Corral Dr., Potomac, Maryland 20854	299-5362	301

23. Office phone number	24. Office extension	25. Legal residence (State, territory or country)
332-2730	N/A	Maryland

SECTION II — POSITION DATA

POSITION DATA

1. Indicate the type of work or position for which you are applying

2. Indicate the lowest annual entrance salary you will accept $ ______

3. Dates available for employment — Earliest — Latest

4. Indicate your willingness to travel

Occasionally	Other (Specify)
Frequently	
Constantly	

5. Indicate your willingness to accept assignment in the following locations—check (X) each item applicable

Washington, D.C.	Outside continental U.S.
Anywhere in U.S.	Certain locations only (Specify)

6. Indicate any restrictions you would place on assignments outside the Washington, D.C. area

(For Office Use Only) | Date of this application

THIS SHEET MUST BE COMPLETED

SECTION III — CITIZENSHIP

1. Date of birth 2-26-43	2. Place of birth (City, State, Country) Philadelphia, Pennsylvania	3. Present citizenship (Country) U.S.
4. Citizenship acquired by: [X] Birth [ ] Marriage [ ] Other (Specify)	5. Date naturalized N/A	6. Naturalization certificate number N/A
7. Court issuing naturalization certificate N/A	8. Issued at (City, State, Country) N/A	
9. If alien, give alien registration number N/A	10. Date and place of arrival in U.S. N/A	
11. Have you held previous nationality? [ ] Yes [X] No	12. If yes, give name of country N/A	

13. Give particulars concerning previous nationalities

N/A

14. Last U.S. visa (Number, type, place of issue) N/A	15. Date visa issued n/a

SECTION IV — EDUCATION

ELEMENTARY SCHOOL

1. Name of elementary school	Address (City, State, Country)	Years attended (From — to —)	Graduate
			[ ] Yes [ ] No

HIGH SCHOOLS

	Name of high school	Address (City, State, Country)	Years attended (From — to —)	Graduate
1.				[ ] Yes [ ] No
2.				[ ] Yes [ ] No

COLLEGE OR UNIVERSITY STUDY

Name and location of college or university	Subject: Major	Subject: Minor	Years attended: From —	Years attended: to —	Degree Received	Year Received	Grade or Point Average	Number of Sem./Qtr. Hours (Specify)
1.								
2.								
3.								

4. If a graduate degree has been noted above which required submission of a written thesis, indicate the title of the thesis and briefly describe its content

TRADE, COMMERCIAL AND SPECIALIZED SCHOOLS

	Name and address of school	Study or specialization	From	To	No. of months
1.					
2.					
3.					
4.					

EDUCATION

EDUCATION (Continued)

MILITARY TRAINING IN SPECIALIZED SCHOOLS SUCH AS ORDNANCE, COMMUNICATIONS, ETC.

	Name and address of school	Study or specialization	From	To	No. of months
1.					
2.					
3					

Other education or training not indicated above

FOREIGN LANGUAGE ABILITY

SECTION V — FOREIGN LANGUAGE ABILITIES

1

List below the foreign language or languages in which you possess any degree of competence. Indicate your proficiency in each of the five skill factors shown (reading comprehension, writing ability, etc.) by noting the number most indicative of your level of skill under the factor being considered.

If your proficiency relates to a particular dialect of a major language, identify this dialect by noting it in parentheses after the language on the same line.

If you have no proficiency in any foreign language, check (X) box at right and leave other items blank. → ☐

Level of Skill

(Slight) 1 — 2 — 3 — 4 — 5 (Native)

0 = No proficiency in a specific skill factor

Language	SKILL FACTORS: Reading comprehension	Writing ability	Pronunciation	Conversational ability	Oral comprehension	HOW ACQUIRED (Check (X) Box(es) which apply): Native of country	Prolonged residence	Contact (with parents, etc.)	Academic study

2. If you have had experience as a translator, interpreter or instructor — explain and specify in which language(s) you have had such experience.

3. Describe your ability to do specialized language work involving vocabularies and terminology in the scientific, engineering, telecommunications, military and other specialized fields

4. If you have noted a proficiency in language, would you be willing to use this ability in any position for which you might be selected? → ☐ Yes ☐ No

(For Office Use Only)

THIS SHEET MUST BE COMPLETED

SECTION XI — MARITAL STATUS

1. Present status (Single, married, widowed, separated, divorced, annulled, remarried) specify: Divorced

2. State date, place, and reason for all separation, divorces or annulments
2-10-69, Juarez, Mexico, incompatibility

Wife, husband or fiancé(e): If you have been married more than once (including annulments) use separate sheet for former wife or husband giving data required below for all previous marriages. If marriage contemplated, fill in appropriate information for fiancé(e).

3. Name of spouse — (Last) Phillips (First) David (Middle) Atlee (Maiden)

4. State any other names ever used by spouse: N/A

Indicate circumstances (including length of time) under which any names noted in item 4 above were used. If legal change, give particulars (where and by what authority). Use extra space provided on pages 15 and 16 of this form to record this information.

5. Date of birth: 10-31-22
6. Place of birth (City, State, Country): Fort Worth, Texas
7. Date of marriage:
8. Place of marriage (City, State, Country):
9. Living: [X] Yes [ ] No
10. Citizenship: U.S.
11. Former citizenship(s) (country(ies)): N/A
12. If alien, give alien registration number: N/A
13. Date U.S. citizenship acquired: N/A
14. Where acquired: N/A
15. Date and place of arrival in U.S.: N/A
16. Naturalization certificate number: N/A
17. Date of death: N/A
18. Cause of death: N/A
19. Current address (Give last address, if deceased):
20. Address of spouse before marriage:
21. Occupation: Foreign Service Reserve Officer
22. Present employer (Also give former employer, or if spouse deceased or unemployed, give last two employers): U.S. Dept of State
23. Employer's or business address (Number, Street, City, State, Country): U.S. Dept. of State, Washington
24. Dates of military service (From — to — by month & year):
25. Branch of military service:
26. Country with which military service affiliated: U.S
27. Details of other government service, U.S. or foreign:

SECTION XII — CHILDREN AND OTHER DEPENDENTS

1. Provide the following information for all children and dependents

Name	Relationship	Date & Place of Birth	Citizenship	Address

2. No. of children (include stepchildren & adopted children) who are unmarried, under 21 years of age, and are NOT self-supporting ▶

3. No. of other dependents (e.g., spouse, parents, stepparents, etc.) who depend on you for at least 50% of their support or children over 21 NOT self supporting ▶

SECTION XVII — MOTHER-IN-LAW (If marriage contemplated, fill in information for future mother in law)

MOTHER-IN-LAW

1. Full name (Last – First – Middle – Maiden)		
2. State other names she has used		
Indicate circumstances (including length of time) under which any names noted in item 2 above were used. If legal change, give particulars (where and by what authority). Use extra space provided on pages 15 and 16 of this form to record this information.		
3. Date of birth	4. Place of birth	5. Living ☐ Yes ☐ No
6. Date of death	7. Cause of death	8. Citizenship (Country)
9. Former citizenship(s) (country(ies))	10. Date U.S. citizenship acquired	11. Where acquired (City, State, Country)
12. Naturalization certificate number	13. If alien, give alien registration number	14. Date and place of arrival in U.S.
15. Occupation	16. Present employer (Give last employer if mother-in-law deceased or unemployed)	
17. Current address (Give last address, if deceased)		

SECTION XVIII — RELATIVES BY BLOOD, MARRIAGE OR ADOPTION WHO EITHER (1) LIVE ABROAD, (2) ARE NOT U.S. CITIZENS OR (3) WORK FOR A FOREIGN GOVERNMENT

RELATIVES WITH FOREIGN CONNECTIONS

(1)	1. Name (Last – First – Middle): Simmons, George Stuart	2. Relationship: Grandfather	3. Date of birth: 3-17-84	4. Place of birth (City, State, Country): San Francisco, Calif
	5. Citizenship (Country): U.S.	6. Address or country in which relative resides: 4143 Unterer Zielweg 111, Dornach, Switzerland		
	7. Employed by: N/A	8. Frequency of contact: none	9. Date of last contact: 1961	
(2)	1. Name (Last – First – Middle)	2. Relationship	3. Date of birth	4. Place of birth (City, State, Country)
	5. Citizenship (Country)	6. Address or country in which relative resides		
	7. Employed by	8. Frequency of contact	9. Date of last contact	
(3)	1. Name (Last – First – Middle)	2. Relationship	3. Date of birth	4. Place of birth (City, State, Country)
	5. Citizenship (Country)	6. Address or country in which relative resides		
	7. Employed by	8. Frequency of contact	9. Date of last contact	

SECTION XIX — RELATIVES BY BLOOD, MARRIAGE OR ADOPTION WHO ARE IN THE MILITARY OR CIVIL SERVICE OF THE UNITED STATES

RELATIVES IN THE SERVICE OF THE UNITED STATES

(1)	1. Name (Last – First – Middle)	2. Relationship	3. Date of birth	4. Place of birth (City, State, Country)
	5. Citizenship (Country)	6. Address (Number, Street, City, State, Country)	7. Type and location of service (If known)	
(2)	1. Name (Last – First – Middle)	2. Relationship	3. Date of birth	4. Place of birth (City, State, Country)
	5. Citizenship (Country)	6. Address (Number, Street, City, State, Country)	7. Type and location of service (If known)	
(3)	1. Name (Last – First – Middle)	2. Relationship	3. Date of birth	4. Place of birth (City, State, Country)
	5. Citizenship (Country)	6. Address (Number, Street, City, State, Country)	7. Type and location of service (If known)	

(For Office Use Only)

THIS SHEET MUST BE COMPLETED

Use the following space for extra details. Reference each continued item by the section and item number to which it relates and sign your name at the end of the material. If additional space is required beyond page 16, use extra pages the same size as this page and sign each such page.

SECTION XI MARITAL STATUS FORMER HUSBAND

3. Ahorn, Thomas Joseph
4. N/A
5. 4-12-40
6. Washington, D.C.
7. 4-6-59
8. Hyattsvillo, Maryland
9. yes
10. U.S.
11. N/A
12. N/A
13. N/A
14. N/A
15. N/A
16. N/A
17. N/A
18. N/A
19. U.S. Embassy, Santo Domingo, Dominican Republic
20. 4622 Hunt Avenue, Chevy Chase, Maryland
21. Foreign Service Reserve Officer
22. U.S. Dept. of State
23. U.S. Dept. of State, Santo Domingo, Washington, D.C.
24. N/A
25. N/A
26. N/A
27. N/A

(Signature)

Space for extra details continued on page 16

THIS SHEET MUST BE COMPLETED

PERSONAL HISTORY STATEMENT — (Appendix I)

Listed below are names of organizations identified by the Attorney General, under his responsibility pursuant to Executive Order 10450, dated 27 April 1953, to list the names of each foreign or domestic organization, association, movement, group or combination of persons which he designates as Totalitarian, Fascist, Communist, or subversive, or as having adopted or having shown a policy of advocating or approving the commission of acts of force or violence to deny others their rights under the Constitution of the United States, or as seeking to alter the form of government of the United States by unconstitutional means.

Each applicant or employee and spouse (if any) must review the following list of organizations for certification purposes, and sign on the last page.

Abraham Lincoln Brigade
Abraham Lincoln School, Chicago, Illinois
Action Committee to Free Spain Now
Alabama People's Educational Association (see Communist Political Association)
American Association for Reconstruction in Yugoslavia, Inc.
American Branch of the Federation of Greek Maritime Unions
American Christian Nationalist Party
American Committee for European Workers' Relief (see Socialist Workers Party)
American Committee for Protection of Foreign Born
American Committee for Spanish Freedom
American Committee for the Settlement of Jews in Birobidjan, Inc
American Committee for Yugoslav Relief, Inc.
American Committee to Survey Labor Conditions in Europe
American Council for a Democratic Greece, formerly known as the Greek American Council; Greek American Committee for National Unity
American Council on Soviet Relations
American Croatian Congress
American Jewish Labor Council
American League Against War and Fascism
American League for Peace and Democracy
American National Labor Party
American National Socialist League
American National Socialist Party
American Nationalist Party
American Patriots, Inc.
American Peace Crusade
American Peace Mobilization
American Poles for Peace
American Polish Labor Council
American Polish League
American Rescue Ship Mission (a project of the United American Spanish Aid Committee)
American-Russian Fraternal Society
American Russian Institute, New York, also known as the American Russian Institute for Cultural Relations with the Soviet Union
American Russian Institute, Philadelphia
American Russian Institute of San Francisco
American Russian Institute of Southern California, Los Angeles
American Slav Congress
American Women for Peace
American Youth Congress
American Youth for Democracy
Armenian Progressive League of America
Associated Klans of America
Association of Georgia Klans
Association of German Nationals (Reichsdeutsche Vereinigung)
Ausland-Organization der NSDAP, Overseas Branch of Nazi Party

Baltimore Forum
Benjamin Davis Freedom Committee
Black Dragon Society
Boston School for Marxist Studies, Boston, Massachusetts
Bridges-Robertson-Schmidt Defense Committee
Bulgarian American People's League of the United States of America

California Emergency Defense Committee
California Labor School, Inc., 321 Divisadero Street, San Francisco, California
Carpatho-Russian People's Society
Central Council of American Women of Croatian Descent, also known as Central Council of American Croatian Women, National Council of Croatian Women
Central Japanese Association (Beikoku Chuo Nipponjin Kai)
Central Japanese Association of Southern California
Central Organization of the German-American National Alliance (Deutsche-Amerikanische Einheitsfront)
Cervantes Fraternal Society
China Welfare Appeal, Inc.
Chopin Cultural Center
Citizens Committee for Harry Bridges
Citizens Committee of the Upper West Side (New York City)
Citizens Committee to Free Earl Browder
Citizens Emergency Defense Conference
Citizens Protective League
Civil Liberties Sponsoring Committee of Pittsburgh
Civil Rights Congress and its affiliated organizations, including:
  Civil Rights Congress for Texas
  Veterans Against Discrimination of Civil Rights Congress of New York
Civil Rights Congress for Texas (see Civil Rights Congress)
Columbians
Comite Coordinador Pro Republica Espanola
Comite Pro Derechos Civiles
  (See Puerto Rican Comite Pro Libertades Civiles)
Committee for a Democratic Far Eastern Policy
Committee for Constitutional and Political Freedom
Committee for Nationalist Action
Committee for Peace and Brotherhood Festival in Philadelphia
Committee for the Defense of the Pittsburgh Six
Committee for the Negro in the Arts
Committee for the Protection of the Bill of Rights
Committee for World Youth Friendship and Cultural Exchange
Committee to Abolish Discrimination in Maryland
  (See Congress Against Discrimination; Maryland Congress Against Discrimination; Provisional Committee to Abolish Discrimination in the State of Maryland)
Committee to Aid the Fighting South
Committee to Defend Marie Richardson
Committee to Defend the Rights and Freedom of Pittsburgh's Political Prisoners
Committee to Uphold the Bill of Rights
Commonwealth College, Mena, Arkansas
Communist Party, U. S. A., its subdivisions, subsidiaries, and affiliates

CERTIFICATION

I certify that I have read the names of the above listed organizations.

To the best of my knowledge and belief, I am not, nor have I been a member of, contributed to, received literature from, signed petitions of or in behalf of, or attended meetings of any organization listed above, or any organization outside the United States espousing Communist, Fascist, Totalitarian or Nazi causes, except as noted below.

To the best of my knowledge and belief, none of my close relatives are, nor have ever been members of, contributed to, received literature from, signed petitions of or in behalf of, or attended meetings of any such organizations, except as noted below.

INSTRUCTIONS

For the purpose of this certification, if an applicant or employee is completing this form, the term "close relative" will include spouse, children, parents, brothers, sisters, uncles, and aunts. "Close relatives" of the spouse, for this purpose, will include children, parents, brothers, sisters, uncles, and aunts.

If there are exceptions to this certification, set forth below under Remarks all pertinent information concerning the nature and extent of your activities or those of your close relatives in such organizations, including the names of the organizations, dates of membership, meetings attended, titles of positions held, amounts and dates of contributions, nature of petitions signed falling within the meaning of the above certification and circumstances thereof, titles and authors of literature received, and dates on which received.

In exceptions concerning relatives, include only such information presently known to you or available from your own records.

If necessary, use additional sheets and sign each sheet. Write none if there are no exceptions.

REMARKS: To be completed by Spouse	REMARKS: To be completed by Applicant or Employee
Date	Date March 12, 1969
Signature of Spouse	Signature of Applicant or Employee Virginia S. Ahern
Address — City and State	Address — City and State Potomac, Maryland
Witness	Witness
Address — City and State	Address — City and State

PHILLIPS DAVID A 1065 WH

(1) (2) (3) (4)

SUBJECT: NOTIFICATION OF GRANTING OR OF REVOCATION OF CRYPTOGRAPHIC CLEARANCE

THE ABOVE NAMED INDIVIDUAL (ITEM 1) HAS BEEN GRANTED A CRYPTOGRAPHIC CLEARANCE (OR THE CRYPTOGRAPHIC CLEARANCE HELD BY THIS INDIVIDUAL HAS BEEN REVOKED) UNDER THE PROVISIONS OF HR 90-4. THE CLEARANCE (ITEM 2) OR REVOCATION (ITEM 4), IS EFFECTIVE AS OF THE MONTH AND YEAR SHOWN ABOVE. SUBJECT HAS BEEN BRIEFED OR DEBRIEFED, AS APPROPRIATE, CONCERNING CRYPTOGRAPHIC AND RELATED COMMUNICATIONS SECURITY MATTERS AND HAS SIGNED A BRIEFING/DEBRIEFING STATEMENT, AS APPROPRIATE, ACKNOWLEDGING RESPONSIBILITY FOR THE PROTECTION OF CRYPTOGRAPHIC INFORMATION. UPON REVOCATION OF CRYPTOGRAPHIC CLEARANCE SUBJECT IS NOT AUTHORIZED TO HAVE CONTINUED CUSTODY OF, ACCESS TO, OR OTHERWISE GAIN FURTHER KNOWLEDGE OF STAFF CRYPTOGRAPHIC MATERIAL OR INFORMATION.

WHEN EMPLOYEE NO LONGER REQUIRES THE CLEARANCE IN ORDER TO PERFORM HIS/HER ASSIGNED DUTIES, IT IS REQUESTED THAT THE COMMUNICATIONS SECURITY STAFF, OC, BE NOTIFIED THAT THE CLEARANCE MAY BE REVOKED.

DISTRIBUTION:
1 - EMPLOYEE'S COMPONENT (ITEM 3)
1 - OFFICE OF PERSONNEL

FOR THE DIRECTOR OF COMMUNICATIONS.

[signature]

CHIEF, [redacted] BRANCH, OC-S

FORM 597b USE PREVIOUS EDITIONS
12-63

CONFIDENTIAL

GROUP 1
Excluded from automatic downgrading and declassification

SECRET
(When Filled In)

LANGUAGE PROFICIENCY AND AWARDS DATA

1. PERSONNEL SERIAL NO. (1-6) [illegible]				2. LD NO. [illegible]
3. NAME (7-24) LAST FIRST MIDDLE Phillips, David A.		4. OFFICE OR DIVISION [illegible]	5. LANGUAGE Spanish	6. LANG. CODE (25-27) [illegible]
7. DATE OF TEST (46-51) June 10, 1961	8. ANNIVERSARY DATE Mar. 10, 1962	9. GRADE [illegible]	10. DATE OF BIRTH Oct. 31, 1922	

11. REASON FOR TAKING TEST		12. TEST SCORES				
	APPLY FOR AWARD	READING (34)	WRITING (35)	PRONUNCIATION (36)	SPEAKING (37)	UNDERSTANDING (38)
	ESTABLISH SKILL LEVEL	[illegible]	[illegible]	-		-

13. ELIGIBILITY (39)		14. TYPE OF AWARD			
	A	ACHIEVEMENT (A)	ELEMENTARY (E)	READING (R) SPEAKING (S)	BASED ON TRAINING THAT WAS
	M	MAINTENANCE (M)	INTERMEDIATE (I) HIGH (H)	COMPREHENSIVE (C)	DIRECTED (D) OR VOLUNTARY (V)
	NA				

15. INELIGIBLE (REASON)
level of proficiency not maintained

16. I CERTIFY THIS EMPLOYEE FOR A PROFICIENCY AWARD OF $ (40-45)
SIGNATURE
DATE

17. I CERTIFY THAT FUNDS ARE AVAILABLE
OBLIGATION REF. NO.
CHARGE ALLOTMENT NO.
SIGNATURE

REMARKS

FORM 5-60 1273 OBSOLETE PREVIOUS EDITIONS

SECRET

(10-45)

MRD COPY

14-00000

SECRET
(When Filled In)

LANGUAGE PROFICIENCY AND AWARDS DATA

1. PERSONNEL SERIAL NO. (1-6)			2. ID NO.
[illegible]			[illegible]
3. NAME (7-24) LAST FIRST MIDDLE	4. OFFICE OR DIVISION	5. LANGUAGE	6. LANG. CODE (25-27)
Phillips, David A.	[illegible]	French	[illegible]
7. DATE OF TEST 46-51	8. ANNIVERSARY DATE	9. GRADE	10. DATE OF BIRTH
[illegible]	[illegible]	[illegible]	[illegible]

11. REASON FOR TAKING TEST		12. TEST SCORES				
		READING (34)	WRITING (35)	PRONUNCIATION (36)	SPEAKING (37)	UNDERSTANDING (38)
[illegible]	APPLY FOR AWARD	[illegible]	[illegible]	-	-	-
	ESTABLISH SKILL LEVEL					

13. ELIGIBILITY (39)		14. TYPE OF AWARD			
	A	ACHIEVEMENT (A)	ELEMENTARY (E)	READING (R) SPEAKING (S)	BASED ON TRAINING THAT WAS
	M	MAINTENANCE (M)	INTERMEDIATE (I) HIGH (H)	COMPREHENSIVE (C)	DIRECTED (D) OR VOLUNTARY (V)
[illegible]	NA				

15. INELIGIBLE (REASON)

did not achieve an awardable level.

16. I CERTIFY THIS EMPLOYEE FOR A PROFICIENCY AWARD OF $ (40-45)

SIGNATURE | DATE

17. I CERTIFY THAT FUNDS ARE AVAILABLE

OBLIGATION REF. NO. | CHARGE ALLOTMENT NO.

SIGNATURE

REMARKS

FORM 5-60 1273 OBSOLETE PREVIOUS EDITIONS

SECRET

(10-45)

MRD COPY

SECRET
(When Filled In)

11-61	
524345	LANGUAGE DATA RECORD

PART I-GENERAL

1. NAME (Last-First-Middle) (7-24)	2. DATE OF BIRTH (25-33) MONTH	DAY	YEAR
PHILLIPS, DAVID A.	OCTOBER	31	1922

3. LANGUAGE (31-33)	4. TODAY'S DATE (34-39) MONTH	DAY	YEAR	5.
FRENCH 265	March	14	60	☐ I HAVE NO PROFICIENCY IN ANY FOREIGN LANGUAGE

PART II-LANGUAGE ELEMENTS

SECTION A. Reading (40)

1. I CAN READ TEXTS OF ANY DIFFICULTY, OF A GENERAL NATURE OR IN FIELDS I AM FAMILIAR WITH, USING THE DICTIONARY ONLY RARELY.
2. I CAN READ TEXTS OF MOST GRADES OF DIFFICULTY, OF A GENERAL NATURE OR IN FIELDS I AM FAMILIAR WITH, USING THE DICTIONARY OCCASIONALLY.
$\textcircled{3}$ I CAN READ TEXTS OF AVERAGE DIFFICULTY (newspapers, reference materials, etc.), USING THE DICTIONARY FREQUENTLY.
4. I CAN READ SIMPLE TEXTS, SUCH AS STREET SIGNS, NEWSPAPER HEADLINES, ETC. USING THE DICTIONARY FREQUENTLY.
5. I HAVE NO READING ABILITY IN THE LANGUAGE.

SECTION B. Writing (41)

1. I CAN WRITE PERSONAL LETTERS AND SIMILAR MATERIAL WITH COMPLETE SUCCESS WITHOUT USING THE DICTIONARY. I CAN WRITE FACTUAL NARRATIVE AND EXPOSITORY MATERIAL WITH REASONABLE CLARITY, WITH VERY FEW GRAMMATICAL ERRORS, IN NATIVE STYLE, USING THE DICTIONARY ONLY RARELY.
2. I CAN WRITE PERSONAL LETTERS AND SIMILAR SIMPLE MATERIAL WITH COMPLETE SUCCESS, USING THE DICTIONARY ONLY RARELY. I CAN WRITE FACTUAL NARRATIVE AND EXPOSITORY MATERIAL WITH REASONABLE CLARITY, WITH FEW GRAMMATICAL ERRORS, BUT IN A STYLE WHICH MAY NOT BE NATIVE, USING THE DICTIONARY OCCASIONALLY.
3. I CAN WRITE PERSONAL LETTERS AND SIMILAR SIMPLE MATERIAL, WITH REASONABLE SUCCESS IN CONVEYING MY MEANING, BUT WITH OCCASIONAL MINOR GRAMMATICAL ERRORS AND IN OBVIOUSLY FOREIGN, AWKWARD STYLE, USING THE DICTIONARY OCCASIONALLY.
4. I CAN WRITE PERSONAL LETTERS AND SIMILAR SIMPLE MATERIAL, WITH REASONABLE SUCCESS IN CONVEYING MY MEANING, BUT WITH MANY GRAMMATICAL ERRORS AND IN A VERY FOREIGN, AWKWARD STYLE, USING THE DICTIONARY FREQUENTLY.
$\textcircled{5}$ I CANNOT WRITE IN THE LANGUAGE.

SECTION C. Pronunciation (42)

1. MY PRONUNCIATION IS NATIVE.
2. WHILE NATIVES CAN DETECT AN ACCENT IN MY PRONUNCIATION THEY HAVE NO DIFFICULTY UNDERSTANDING ME.
3. MY PRONUNCIATION IS OBVIOUSLY FOREIGN, BUT ONLY RARELY CAUSES DIFFICULTY FOR NATIVES TO UNDERSTAND.
$\textcircled{4}$ MY PRONUNCIATION IS OCCASIONALLY DIFFICULT FOR NATIVES TO UNDERSTAND.
5. I HAVE NO SKILL IN PRONUNCIATION

CONTINUE ON REVERSE SIDE

14-00000

(CON)TINUATION OF PART II—LANGUAGE ELEMENTS

SECTION D. Speaking (43)

1. I SPEAK FLUENTLY AND ACCURATELY IN ALL PRACTICAL AND SOCIAL SITUATIONS; I CONVERSE FREELY AND IDIOMATICALLY IN ALL FIELDS WITH WHICH I AM FAMILIAR.

2. I SPEAK FLUENTLY AND ACCURATELY IN NEARLY ALL PRACTICAL AND SOCIAL SITUATIONS; I CAN CONVERSE IN MOST FIELDS WITH WHICH I AM FAMILIAR AND I EMPLOY SOME POPULAR SAYINGS, LITERARY QUOTATIONS, AND COMMON PROVERBS.

3. I GET ALONG QUITE WELL IN SITUATIONS OF DAILY LIFE AND TRAVEL AND CAN CONDUCT ROUTINE BUSINESS IN PARTICULAR FIELDS.

(4.) I MANAGE TO GET ALONG IN THE MOST COMMON SITUATIONS OF DAILY LIFE AND TRAVEL.

5. I HAVE NO ABILITY TO USE THE LANGUAGE IN ANY OF THE ABOVE RESPECTS.

SECTION E. Understanding (44)

1. I UNDERSTAND NON-TECHNICAL CONVERSATION ON ALL SUBJECTS, BOTH FACE-TO-FACE AND ON THE TELEPHONE; I UNDERSTAND NEARLY EVERYTHING I HEAR ON THE RADIO AND AT THE MOVIES, PLAYS, AND LECTURES.

2. I UNDERSTAND NON-TECHNICAL CONVERSATION ON NEARLY ALL SUBJECTS, BOTH FACE-TO-FACE AND ON THE TELEPHONE; I UNDERSTAND MOST OF WHAT I HEAR ON THE RADIO AND AT THE MOVIES, PLAYS, AND LECTURES, INCLUDING MOST JOKES AND PUNS.

3. I UNDERSTAND NEARLY ALL CONVERSATION ON TOPICS OF DAILY LIFE AND TRAVEL, BOTH FACE-TO-FACE AND ON THE TELEPHONE; I UNDERSTAND MUCH OF WHAT I HEAR ON THE RADIO, AND AT THE MOVIES, PLAYS, AND LECTURES.

(4.) I UNDERSTAND THE SIMPLEST CONVERSATION, BOTH FACE-TO-FACE AND ON THE TELEPHONE; I UNDERSTAND SOME OF WHAT I HEAR ON THE RADIO AND AT THE MOVIES, PLAYS, AND LECTURES.

5. I AM NOT ABLE TO UNDERSTAND THE SPOKEN LANGUAGE.

BEFORE CONTINUING - CHECK PART II TO ENSURE THAT YOU HAVE CIRCLED ONE NUMBER PER SECTION.

PART III—EXPERIENCE AS TRANSLATOR OR INTERPRETER (45)

1. I HAVE HAD EXPERIENCE AS A TRANSLATOR.

2. I HAVE HAD EXPERIENCE AS AN INTERPRETER.

3. BOTH OF THE ABOVE STATEMENTS APPLY.

(4.) NONE OF THE ABOVE STATEMENTS APPLY.

PART IV—CERTIFICATION

I CERTIFY THAT THE INFORMATION GIVEN ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE AND BELIEF. THIS CERTIFICATION CONSTITUTES MY APPLICATION FOR A MAINTENANCE AWARD PROVIDED I AM ELIGIBLE UNDER THE TERMS OF REGULATION NO. 25-115, PAR. 3C(3). I UNDERSTAND THAT I MUST PASS AN OBJECTIVE LANGUAGE PROFICIENCY TEST BEFORE I BECOME ELIGIBLE FOR AN AWARD, AND THAT IRRESPECTIVE OF THE DATE OF TESTING, ANNUAL MAINTENANCE AWARDS WILL BE CUMULATIVE AS OF THE ANNIVERSARY DATE OF COMPLETING THIS FORM.

DATE SIGNED	SIGNATURE
14 MARCH 1900	David A. Phillips
(46) S	(47) F

14-00000

SECRET
(When Filled In)

(1-6)	LANGUAGE DATA RECORD
524345	

PART I—GENERAL

1. NAME (Last-First-Middle) (7-24)	2. DATE OF BIRTH (25-30) MONTH	DAY	YEAR
PHILLIPS, DAVID ATLEE	OCTOBER	31	1922

3. LANGUAGE (31-33)	4. TODAY'S DATE (34-39) MONTH	DAY	YEAR	5.
SPANISH BC	MARCH	14	1960	☐ I HAVE NO PROFICIENCY IN ANY FOREIGN LANGUAGE

PART II—LANGUAGE ELEMENTS

SECTION A. Reading (40)

(1.) I CAN READ TEXTS OF ANY DIFFICULTY, OF A GENERAL NATURE OR IN FIELDS I AM FAMILIAR WITH, USING THE DICTIONARY ONLY RARELY.

2. I CAN READ TEXTS OF MOST GRADES OF DIFFICULTY, OF A GENERAL NATURE OR IN FIELDS I AM FAMILIAR WITH, USING THE DICTIONARY OCCASIONALLY.

3. I CAN READ TEXTS OF AVERAGE DIFFICULTY (*newspapers, reference materials, etc.*), USING THE DICTIONARY FREQUENTLY.

4. I CAN READ SIMPLE TEXTS, SUCH AS STREET SIGNS, NEWSPAPER HEADLINES, ETC., USING THE DICTIONARY FREQUENTLY.

5. I HAVE NO READING ABILITY IN THE LANGUAGE.

SECTION B. Writing (41)

1. I CAN WRITE PERSONAL LETTERS AND SIMILAR MATERIAL WITH COMPLETE SUCCESS WITHOUT USING THE DICTIONARY. I CAN WRITE FACTUAL NARRATIVE AND EXPOSITORY MATERIAL WITH REASONABLE CLARITY, WITH VERY FEW GRAMMATICAL ERRORS, IN NATIVE STYLE, USING THE DICTIONARY ONLY RARELY.

2. I CAN WRITE PERSONAL LETTERS AND SIMILAR SIMPLE MATERIAL WITH COMPLETE SUCCESS, USING THE DICTIONARY ONLY RARELY. I CAN WRITE FACTUAL NARRATIVE AND EXPOSITORY MATERIAL WITH REASONABLE CLARITY, WITH FEW GRAMMATICAL ERRORS, BUT IN A STYLE WHICH MAY NOT BE NATIVE, USING THE DICTIONARY OCCASIONALLY.

(3.) I CAN WRITE PERSONAL LETTERS AND SIMILAR SIMPLE MATERIAL, WITH REASONABLE SUCCESS IN CONVEYING MY MEANING, BUT WITH OCCASIONAL MINOR GRAMMATICAL ERRORS AND IN OBVIOUSLY FOREIGN, AWKWARD STYLE, USING THE DICTIONARY OCCASIONALLY.

4. I CAN WRITE PERSONAL LETTERS AND SIMILAR SIMPLE MATERIAL, WITH REASONABLE SUCCESS IN CONVEYING MY MEANING, BUT WITH MANY GRAMMATICAL ERRORS AND IN A VERY FOREIGN, AWKWARD STYLE, USING THE DICTIONARY FREQUENTLY.

5. I CANNOT WRITE IN THE LANGUAGE.

SECTION C. Pronunciation (42)

1. MY PRONUNCIATION IS NATIVE.

2. WHILE NATIVES CAN DETECT AN ACCENT IN MY PRONUNCIATION THEY HAVE NO DIFFICULTY UNDERSTANDING ME.

(3.) MY PRONUNCIATION IS OBVIOUSLY FOREIGN, BUT ONLY RARELY CAUSES DIFFICULTY FOR NATIVES TO UNDERSTAND.

4. MY PRONUNCIATION IS OCCASIONALLY DIFFICULT FOR NATIVES TO UNDERSTAND.

5. I HAVE NO SKILL IN PRONUNCIATION.

CONTINUE ON REVERSE SIDE

14-00000

NTINUATION OF PART II—LANGUAGE ELEMENTS

SECTION D. Speaking (43)

1. I SPEAK FLUENTLY AND ACCURATELY IN ALL PRACTICAL AND SOCIAL SITUATIONS; I CONVERSE FREELY AND IDIOMATICALLY IN ALL FIELDS WITH WHICH I AM FAMILIAR.

(2.) I SPEAK FLUENTLY AND ACCURATELY IN NEARLY ALL PRACTICAL AND SOCIAL SITUATIONS; I CAN CONVERSE IN MOST FIELDS WITH WHICH I AM FAMILIAR AND I EMPLOY SOME POPULAR SAYINGS, LITERARY QUOTATIONS, AND COMMON PROVERBS.

3. I GET ALONG QUITE WELL IN SITUATIONS OF DAILY LIFE AND TRAVEL AND CAN CONDUCT ROUTINE BUSINESS IN PARTICULAR FIELDS.

4. I MANAGE TO GET ALONG IN THE MOST COMMON SITUATIONS OF DAILY LIFE AND TRAVEL.

5. I HAVE NO ABILITY TO USE THE LANGUAGE IN ANY OF THE ABOVE RESPECTS.

SECTION E. Understanding (44)

(1) I UNDERSTAND NON-TECHNICAL CONVERSATION ON ALL SUBJECTS, BOTH FACE-TO-FACE AND ON THE TELEPHONE; I UNDERSTAND NEARLY EVERYTHING I HEAR ON THE RADIO AND AT THE MOVIES, PLAYS, AND LECTURES.

2. I UNDERSTAND NON-TECHNICAL CONVERSATION ON NEARLY ALL SUBJECTS, BOTH FACE-TO-FACE AND ON THE TELEPHONE; I UNDERSTAND MOST OF WHAT I HEAR ON THE RADIO AND AT THE MOVIES, PLAYS, AND LECTURES, INCLUDING MOST JOKES AND PUNS.

3. I UNDERSTAND NEARLY ALL CONVERSATION ON TOPICS OF DAILY LIFE AND TRAVEL, BOTH FACE-TO-FACE AND ON THE TELEPHONE; I UNDERSTAND MUCH OF WHAT I HEAR ON THE RADIO, AND AT THE MOVIES, PLAYS, AND LECTURES.

4. I UNDERSTAND THE SIMPLEST CONVERSATION, BOTH FACE-TO-FACE AND ON THE TELEPHONE; I UNDERSTAND SOME OF WHAT I HEAR ON THE RADIO AND AT THE MOVIES, PLAYS, AND LECTURES.

5. I AM NOT ABLE TO UNDERSTAND THE SPOKEN LANGUAGE.

BEFORE CONTINUING – CHECK PART II TO ENSURE THAT YOU HAVE CIRCLED ONE NUMBER PER SECTION.

PART III—EXPERIENCE AS TRANSLATOR OR INTERPRETER (45)

1. I HAVE HAD EXPERIENCE AS A TRANSLATOR.

2. I HAVE HAD EXPERIENCE AS AN INTERPRETER.

(3) BOTH OF THE ABOVE STATEMENTS APPLY.

4. NONE OF THE ABOVE STATEMENTS APPLY.

PART IV—CERTIFICATION

I CERTIFY THAT THE INFORMATION GIVEN ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE AND BELIEF. THIS CERTIFICATION CONSTITUTES MY APPLICATION FOR A MAINTENANCE AWARD PROVIDED I AM ELIGIBLE UNDER THE TERMS OF REGULATION NO. 25-115, PAR. 1C(4). I UNDERSTAND THAT I MUST PASS AN OBJECTIVE LANGUAGE PROFICIENCY TEST BEFORE I BECOME ELIGIBLE FOR AN AWARD, AND THAT IRRESPECTIVE OF THE DATE OF TESTING, ANNUAL MAINTENANCE AWARDS WILL BE CUMULATIVE AS OF THE ANNIVERSARY DATE OF COMPLETING THIS FORM.

DATE SIGNED	SIGNATURE
14 MARCH 1960	David G Phillips

(46)	(47)
✓	1

SECRET
(When Filled In)

(1-6)	LANGUAGE DATA RECORD
963663	

PART I-GENERAL

1. NAME (Last-First-Middle) (7-24)	2. DATE OF BIRTH (25-30)		
	MONTH	DAY	YEAR
DAVID A Phillips [redacted]	OCTOBER	31	19[illegible] 22

3. LANGUAGE (31-33)	4. TODAY'S DATE (34-39)			5
	MONTH	DAY	YEAR	
FRENCH 265	OCTOBER	22	1957	☐ I HAVE NO PROFICIENCY IN ANY FOREIGN LANGUAGE

PART II-LANGUAGE ELEMENTS

SECTION A. Reading (40)

1. I CAN READ TEXTS OF ANY DIFFICULTY, OF A GENERAL NATURE OR IN FIELDS I AM FAMILIAR WITH, USING THE DICTIONARY ONLY RARELY.
2. I CAN READ TEXTS OF MOST GRADES OF DIFFICULTY, OF A GENERAL NATURE OR IN FIELDS I AM FAMILIAR WITH, USING THE DICTIONARY OCCASIONALLY.
$\textcircled{3}$ I CAN READ TEXTS OF AVERAGE DIFFICULTY *(newspapers, reference materials, etc.)*, USING THE DICTIONARY FREQUENTLY.
4. I CAN READ SIMPLE TEXTS, SUCH AS STREET SIGNS, NEWSPAPER HEADLINES, ETC., USING THE DICTIONARY FREQUENTLY.
5. I HAVE NO READING ABILITY IN THE LANGUAGE.

SECTION B. Writing (41)

1. I CAN WRITE PERSONAL LETTERS AND SIMILAR MATERIAL WITH COMPLETE SUCCESS WITHOUT USING THE DICTIONARY. I CAN WRITE FACTUAL NARRATIVE AND EXPOSITORY MATERIAL WITH REASONABLE CLARITY, WITH VERY FEW GRAMMATICAL ERRORS, IN NATIVE STYLE, USING THE DICTIONARY ONLY RARELY.
2. I CAN WRITE PERSONAL LETTERS AND SIMILAR SIMPLE MATERIAL WITH COMPLETE SUCCESS, USING THE DICTIONARY ONLY RARELY. I CAN WRITE FACTUAL NARRATIVE AND EXPOSITORY MATERIAL WITH REASONABLE CLARITY, WITH FEW GRAMMATICAL ERRORS, BUT IN A STYLE WHICH MAY NOT BE NATIVE, USING THE DICTIONARY OCCASIONALLY.
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5. I CANNOT WRITE IN THE LANGUAGE.

SECTION C. Pronunciation (42)

1. MY PRONUNCIATION IS NATIVE.
2. WHILE NATIVES CAN DETECT AN ACCENT IN MY PRONUNCIATION THEY HAVE NO DIFFICULTY UNDERSTANDING ME.
$\textcircled{3}$ MY PRONUNCIATION IS OBVIOUSLY FOREIGN, BUT ONLY RARELY CAUSES DIFFICULTY FOR NATIVES TO UNDERSTAND
4. MY PRONUNCIATION IS OCCASIONALLY DIFFICULT FOR NATIVES TO UNDERSTAND.
5. I HAVE NO SKILL IN PRONUNCIATION.

13

CONTINUE ON REVERSE SIDE

CONTINUATION OF PART II-LANGUAGE ELEMENTS

SECTION D. Speaking (43)

1. I SPEAK FLUENTLY AND ACCURATELY IN ALL PRACTICAL AND SOCIAL SITUATIONS; I CONVERSE FREELY AND IDIOMATICALLY IN ALL FIELDS WITH WHICH I AM FAMILIAR.

2. I SPEAK FLUENTLY AND ACCURATELY IN NEARLY ALL PRACTICAL AND SOCIAL SITUATIONS; I CAN CONVERSE IN MOST FIELDS WITH WHICH I AM FAMILIAR AND I EMPLOY SOME POPULAR SAYINGS, LITERARY QUOTATIONS, AND COMMON PROVERBS.

3. I GET ALONG QUITE WELL IN SITUATIONS OF DAILY LIFE AND TRAVEL AND CAN CONDUCT ROUTINE BUSINESS IN PARTICULAR FIELDS.

(4) I MANAGE TO GET ALONG IN THE MOST COMMON SITUATIONS OF DAILY LIFE AND TRAVEL.

5. I HAVE NO ABILITY TO USE THE LANGUAGE IN ANY OF THE ABOVE RESPECTS.

SECTION E. Understanding (44)

1. I UNDERSTAND NON-TECHNICAL CONVERSATION ON ALL SUBJECTS, BOTH FACE-TO-FACE AND ON THE TELEPHONE. I UNDERSTAND NEARLY EVERYTHING I HEAR ON THE RADIO AND AT THE MOVIES, PLAYS, AND LECTURES.

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4. I UNDERSTAND THE SIMPLEST CONVERSATION, BOTH FACE-TO-FACE AND ON THE TELEPHONE; I UNDERSTAND SOME OF WHAT I HEAR ON THE RADIO AND AT THE MOVIES, PLAYS, AND LECTURES.

5. I AM NOT ABLE TO UNDERSTAND THE SPOKEN LANGUAGE.

BEFORE CONTINUING - CHECK PART II TO ENSURE THAT YOU HAVE CIRCLED ONE NUMBER PER SECTION.

PART III-EXPERIENCE AS TRANSLATOR OR INTERPRETER (45)

1. I HAVE HAD EXPERIENCE AS A TRANSLATOR.

2. I HAVE HAD EXPERIENCE AS AN INTERPRETER.

3. BOTH OF THE ABOVE STATEMENTS APPLY.

(4) NONE OF THE ABOVE STATEMENTS APPLY.

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I CERTIFY THAT THE INFORMATION GIVEN ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE AND BELIEF. THIS CERTIFICATION CONSTITUTES MY APPLICATION FOR A MAINTENANCE AWARD PROVIDED I AM ELIGIBLE UNDER THE TERMS OF REGULATION NO. 25-115, PAR. 1C(4). I UNDERSTAND THAT I MUST PASS AN OBJECTIVE LANGUAGE PROFICIENCY TEST BEFORE I BECOME ELIGIBLE FOR AN AWARD, AND THAT IRRESPECTIVE OF THE DATE OF TESTING, ANNUAL MAINTENANCE AWARDS WILL BE CUMULATIVE AS OF THE ANNIVERSARY DATE OF COMPLETING THIS FORM.

DATE SIGNED	SIGNATURE
	/S/ - [signature]
(46) C/ . /	(47) E

56

SECRET
(When Filled In)

(1-6)	LANGUAGE DATA RECORD
913603	

PART I—GENERAL

1. NAME (Last-First-Middle) (7-24)	2. DATE OF BIRTH (25-30)		
	MONTH	DAY	YEAR
David A. Phillips [redacted]	OCTOBER	31	1922

3. LANGUAGE (31-33)	4. TODAY'S DATE (34-39)			5.
	MONTH	DAY	YEAR	
SPANISH 720	OCTOBER	22	1957	☐ I HAVE NO PROFICIENCY IN ANY FOREIGN LANGUAGE

PART II—LANGUAGE ELEMENTS

SECTION A. Reading (40)

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4. MY PRONUNCIATION IS OCCASIONALLY DIFFICULT FOR NATIVES TO UNDERSTAND.

5. I HAVE NO SKILL IN PRONUNCIATION.

CONTINUE ON REVERSE SIDE

13

14-00000

CONTINUATION OF PART II—LANGUAGE ELEMENTS

SECTION D. **Speaking (43)**

(1) I SPEAK FLUENTLY AND ACCURATELY IN ALL PRACTICAL AND SOCIAL SITUATIONS; I CONVERSE FREELY AND IDIOMATICALLY IN ALL FIELDS WITH WHICH I AM FAMILIAR.

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SECTION E. **Understanding (44)**

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4. I UNDERSTAND THE SIMPLEST CONVERSATION, BOTH FACE-TO-FACE AND ON THE TELEPHONE; I UNDERSTAND SOME OF WHAT I HEAR ON THE RADIO AND AT THE MOVIES, PLAYS, AND LECTURES.

5. I AM NOT ABLE TO UNDERSTAND THE SPOKEN LANGUAGE.

BEFORE CONTINUING - CHECK PART II TO ENSURE THAT YOU HAVE CIRCLED ONE NUMBER PER SECTION.

PART III—EXPERIENCE AS TRANSLATOR OR INTERPRETER (45)

1. I HAVE HAD EXPERIENCE AS A TRANSLATOR.

2. I HAVE HAD EXPERIENCE AS AN INTERPRETER.

(3) BOTH OF THE ABOVE STATEMENTS APPLY.

4. NONE OF THE ABOVE STATEMENTS APPLY.

PART IV—CERTIFICATION

I CERTIFY THAT THE INFORMATION GIVEN ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE AND BELIEF. THIS CERTIFICATION CONSTITUTES MY APPLICATION FOR A MAINTENANCE AWARD PROVIDED I AM ELIGIBLE UNDER THE TERMS OF REGULATION NO. 25-119, PAR. 1C(4). I UNDERSTAND THAT I MUST PASS AN OBJECTIVE LANGUAGE PROFICIENCY TEST BEFORE I BECOME ELIGIBLE FOR AN AWARD, AND THAT IRRESPECTIVE OF THE DATE OF TESTING, ANNUAL MAINTENANCE AWARDS WILL BE CUMULATIVE AS OF THE ANNIVERSARY DATE OF COMPLETING THIS FORM.

DATE SIGNED	SIGNATURE
	[signature]

(46) C	(47) A

14-00000

CONFIDENTIAL
(WHEN FILLED IN)

SECURITY APPROVAL

DATE : 9 February 1960

YOUR
REFERENCE: E-8573 CS/CS Dev. Comp.

CASE NO. : 40696

TO : Director of Personnel

FROM : Director of Security

SUBJECT : PHILLIPS, David Atlee

1. This is to inform you of security approval of the subject person as follows:

[X] Subject has been approved for the appointment specified in your request under the provisions of Regulations 10-210 and 20-730 including access to classified information through Top Secret as required in the performance of his duties.

[ ] Subject has been approved for appointment under the authority of Paragraph 4(d) of Regulation 10-210, and under Regulation 20-730 including access to classified information through Top Secret as required in the performance of his duties.

2. Unless arrangements are made within 60 days for entrance on duty within 120 days, this approval becomes invalid.

3. As part of the entrance on duty processing:

[X] A personal interview in the Office of Security must be arranged.

[ ] A personal interview is not necessary.

[ ]

FOR THE DIRECTOR OF SECURITY:

W.A. Osborne
W. A. Osborne
Acting Chief, Personnel Security Division

(W.H.) Mr. Wadlez advised 2-10-60

- Policy ok per Mr. Cole - 2-24-60

FORM NO. 1173 REPLACES FORM 20-100 WHICH IS OBSOLETE
1 MAR 57

CONFIDENTIAL

(5)

14-00000

CONFIDENTIAL
SECURITY INFORMATION

SECURITY APPROVAL

Date: 26 April 1955

TO: Chief, Processing & Records Division
Personnel Office

Your Reference: SR-6038-PP

FROM: Chief, Security Division
Personnel

Case Number: 10696

SUBJECT: PHILLIPS, David Atlee

1. This is to advise you of security action in the subject case as indicated below:

[X] Security approval is granted the subject person for access to classified information.

[ ] Provisional clearance for full duty with CIA is granted under the provisions of Paragraph D of Regulation 10-9 which provides for a temporary appointment pending completion of full security investigation.

[ ] The Director of Central Intelligence has granted a provisional clearance for full duty with CIA under the provisions of paragraph H of Regulation 10-9.

2. Unless the subject person enters on duty within 60 days from the above date, this approval becomes invalid.

3. Subject is to be polygraphed as part of EOD procedures.

4. This clearance is retroactive to 1 April 1955 per Myers.

Ermal P. Geiss

CONFIDENTIAL

FORM NO. 38-101
FEB 1952

14-00000

PERSONAL HISTORY STATEMENT

Instructions: 1. Answer all questions completely. If question is not applicable write "N/A." Write "unknown" only if you do not know the answer and cannot obtain the answer from personal records. Use the blank pages at the end of this form for extra details on any question or questions for which you do not have sufficient room.

2. Type, print, or write carefully; illegible or incomplete forms will not receive consideration.

HAVE YOU READ AND DO YOU UNDERSTAND THE INSTRUCTIONS? [illegible]

Sec. I. PERSONAL BACKGROUND

A. FULL NAME [illegible]

PRESENT ADDRESS [illegible]

PERMANENT ADDRESS [illegible]

B. NICKNAME [illegible] WHAT OTHER NAMES HAVE YOU USED? [illegible]

UNDER WHAT CIRCUMSTANCES HAVE YOU EVER USED THESE NAMES? [illegible]

HOW LONG? [illegible] IF A LEGAL CHANGE, GIVE PARTICULARS [illegible]

C. DATE OF BIRTH [illegible] PLACE OF BIRTH [illegible]

D. PRESENT CITIZENSHIP [illegible] BY BIRTH? [illegible]

IF NATURALIZATION CERTIFICATE NO. [illegible]

AT [illegible]

HAVE YOU HAD A PREVIOUS NATIONALITY? [illegible]

[illegible]

14-00000

PERSONAL HISTORY STATEMENT

INSTRUCTIONS: Answer all questions completely. If question is not applicable write "N/A". Write "unknown" only if you do not know the answer and cannot obtain the answer from personal records. Use the blank pages at the end of this form for extra details on any question or questions for which you do not have sufficient room.

2. Type, print, or write carefully; illegible or incomplete forms will not receive consideration.

HAVE YOU READ AND DO YOU UNDERSTAND THE INSTRUCTIONS? [illegible]

SECTION I PERSONAL BACKGROUND

FULL NAME [illegible]

PRESENT ADDRESS [illegible]

PERMANENT ADDRESS [illegible]

[illegible]

[illegible]

MARITAL STATUS

SINGLE [illegible] MARRIED [illegible] DIVORCED [illegible] WIDOWED [illegible]

[illegible]

Fort Worth, Texas [illegible]

WIFE OR HUSBAND (IF YOU HAVE BEEN MARRIED MORE THAN ONCE—INCLUDING ANNULMENTS—USE A SEPARATE SHEET FOR FORMER WIFE OR HUSBAND GIVING DATA REQUIRED BELOW FOR ALL PREVIOUS MARRIAGES.)

Paine Florence [illegible]

NAME OF SPOUSE

Fort Worth, Texas [illegible] 7, [illegible]

PLACE AND DATE OF MARRIAGE

[illegible], Dallas, Texas USA

HIS (OR HER) ADDRESS BEFORE MARRIAGE

Living

LIVING OR DECEASED [illegible] DATE OF DECEASE [illegible] CAUSE [illegible]

[illegible], Falls Church, Va. USA

PRESENT OR LAST ADDRESS

Nov. 15, 1919 [illegible]

DATE OF BIRTH [illegible] PLACE OF BIRTH [illegible]

IF BORN OUTSIDE U.S. INDICATE DATE AND PLACE OF ENTRY

USA

CITIZENSHIP [illegible] WHEN ACQUIRED: [illegible] WHERE: [illegible]

[illegible]

OCCUPATION [illegible] LAST EMPLOYED [illegible]

[illegible] Field, Dallas, Texas USA

EMPLOYER OR BUSINESS ADDRESS

[illegible]

6. CHILDREN OR DEPENDENTS (Include partial dependents)

NAME Maria Louise Phillips RELATIONSHIP Daughter AGE [illegible]

CITIZENSHIP USA ADDRESS 949 Ross Lane, Falls Church, Va. USA
(St. and Number) (City) (State) (Country)

NAME David Atlee Phillips, Jr. RELATIONSHIP Son AGE [illegible]

CITIZENSHIP USA ADDRESS 949 Ross Lane, Falls Church, Va. USA
(St. and Number) (City) (State) (Country)

NAME Atlee Young Phillips RELATIONSHIP Daughter AGE 8

CITIZENSHIP USA ADDRESS 949 Ross Lane, Falls Church, Va. USA
(St. and Number) (City) (State) (Country)

SECTION [illegible] FATHER (Give the same information for stepfather and/or guardian on a separate sheet)

FULL NAME Edwin Thomas Phillips
(First) (Middle) (Last)

LIVING OR DECEASED Deceased DATE OF DECEASE 1932 CAUSE Pneumonia

PRESENT OR LAST ADDRESS 607 [illegible], Fort Worth, Texas USA
(St. and Number) (City) (State) (Country)

DATE OF BIRTH Approx. 1888 PLACE OF BIRTH [illegible] Texas USA
(City) (State) (Country)

IF BORN OUTSIDE U.S., IMMIGRATE DATE AND PLACE OF ENTRY NA

CITIZENSHIP USA WHEN ACQUIRED [illegible] WHERE [illegible]

OCCUPATION Attorney LAST EMPLOYER Self

[illegible]

[illegible]

[illegible]

MOTHER (Give the same information for stepmother on a separate sheet)

[illegible]

[illegible] MOTHER-IN-LAW

FULL NAME Florence [illegible] [illegible]
(First) (Middle) (Last)

LIVING OR DECEASED Deceased DATE OF DECEASE [illegible] CAUSE [illegible]

PRESENT OR LAST ADDRESS [illegible] [illegible] Wisconsin USA
(Approx.) (Number and Street) (City) (State) (Country)

DATE OF BIRTH [illegible] 1875 PLACE OF BIRTH [illegible] Wisconsin

IF BORN OUTSIDE U.S. INDICATE DATE AND PLACE OF ENTRY

CITIZENSHIP USA WHEN ACQUIRED [illegible] WHERE [illegible]

OCCUPATION Housewife LAST EMPLOYER [illegible]

10. RELATIVES BY BLOOD, MARRIAGE OR ADOPTION, WHO EITHER LIVE ABROAD OR WHO ARE NOT CITIZENS OF THE UNITED STATES

NAME [illegible] Phillips RELATIONSHIP [illegible]

CITIZENSHIP US ADDRESS [illegible]

NAME [illegible] RELATIONSHIP [illegible]

CITIZENSHIP [illegible] ADDRESS [illegible]

NAME [illegible] RELATIONSHIP [illegible]

CITIZENSHIP [illegible] ADDRESS [illegible]

11. RELATIVES BY BLOOD OR MARRIAGE IN THE EMPLOY OF THE U.S. OR OF A FOREIGN GOVERNMENT

NAME [illegible] RELATIONSHIP [illegible]

OCCUPATION [illegible]

AGENCY AND LOCATION OF EMPLOYMENT [illegible]

NAME [illegible]

OCCUPATION [illegible]

[illegible]

[illegible]

[illegible] United States [illegible]

[illegible]

SECTION II EDUCATION

ELEMENTARY SCHOOL Arlington Heights Elementary ADDRESS Ft. Worth, Texas USA

DATES ATTENDED [illegible] GRADUATE? Yes

HIGH SCHOOL Arlington Heights ADDRESS Ft. Worth, Texas USA

DATES ATTENDED [illegible] GRADUATE? Yes

COLLEGE Washington & Lee ADDRESS Lexington, Va. USA

MAJOR AND SPECIALTY [illegible] YEARS COMPLETED [illegible]

DATES ATTENDED [illegible] DEGREE [illegible]

COLLEGE [illegible] ADDRESS Ft. Worth, Texas USA

MAJOR AND SPECIALTY [illegible] YEARS COMPLETED [illegible]

DATES ATTENDED [illegible] DEGREE [illegible]

OTHER UNDERGRADUATE COLLEGE TRAINING [illegible]

14-00000

[illegible] ACTIVE [illegible] OR FOREIGN MILITARY SERVICE

[illegible]

SELECTIVE SERVICE BOARD NUMBER [illegible] ADDRESS [illegible]

IF DEFERRED GIVE REASON [illegible]

INDICATE MEMBERSHIP IN MILITARY RESERVE ORGANIZATION [illegible]

[illegible] CHRONOLOGICAL HISTORY OF EMPLOYMENT FOR PAST 15 YEARS. ACCOUNT FOR ALL PERIODS. INCLUDE CASUAL EMPLOYMENT. INCLUDE ALSO PERIODS OF UNEMPLOYMENT. GIVE ADDRESSES AND STATE WHAT YOU DID DURING PERIODS OF UNEMPLOYMENT. LIST LAST POSITION FIRST. (List all civilian employment by a foreign government, regardless of dates.)

FROM [illegible] TO [illegible] CLASSIFICATION GRADE (IF IN FEDERAL SERVICE) [illegible]

EMPLOYING FIRM [illegible]

ADDRESS [illegible]

KIND OF BUSINESS [illegible] NAME OF SUPERVISOR [illegible]

[illegible]

CLASSIFICATION GRADE (IF IN FEDERAL SERVICE) [illegible]

[illegible]

CLASSIFICATION GRADE IF IN FEDERAL SERVICE

EMPLOYER'S FIRM OR AGENCY

ADDRESS

KIND OF BUSINESS | NAME OF SUPERVISOR

TITLE OF JOB | SALARY

YOUR DUTIES

REASONS FOR LEAVING

FROM | TO | CLASSIFICATION GRADE IF IN FEDERAL SERVICE

EMPLOYER'S FIRM OR AGENCY

ADDRESS

KIND OF BUSINESS | NAME OF SUPERVISOR

TITLE OF JOB | SALARY

YOUR DUTIES

14-00000

HAVE YOU EVER BEEN DISCHARGED OR ASKED TO RESIGN FROM ANY POSITION? HAVE YOU LEFT A POSITION UNDER CIRCUMSTANCES WHICH YOU DESIRE TO EXPLAIN? GIVE DETAILS:

No

GENERAL QUALIFICATIONS

FOREIGN LANGUAGES [illegible]

[illegible]

14-00000

DO YOU RECEIVE AN ANNUITY FROM THE UNITED STATES OR DISTRICT OF COLUMBIA GOVERNMENT UNDER ANY RETIREMENT ACT OR ANY PENSION OR OTHER COMPENSATION FOR MILITARY OR NAVAL SERVICE? IF ANSWER IS YES, GIVE COMPLETE DETAILS.

D

Sec. 12. GIVE FIVE CHARACTER REFERENCES—IN THE U.S.—WHO KNOW YOU INTIMATELY—(Give residence and business addresses where possible.)

Name	Address	City	State
[illegible]	Res. Address [illegible]	[illegible]	[illegible]
	Bus. Address [illegible]	[illegible]	[illegible]
[illegible]	Res. Address [illegible]	New York	N.Y.
	Bus. Address [illegible]	New York	N.Y.
[illegible] Phillips, Jr.	Res. Address [illegible]	[illegible]	[illegible]
	Bus. Address [illegible]	[illegible]	[illegible]
[illegible]	Res. Address [illegible]	[illegible]	[illegible]
	Bus. Address [illegible]	[illegible]	[illegible]
[illegible]	Res. Address [illegible]	[illegible]	[illegible]
	Bus. Address [illegible]	[illegible]	[illegible]

Sec. 13. NAMES OF FIVE PERSONS WHO KNOW YOU SOCIALLY IN THE UNITED STATES NOT REFERENCES, RELATIVES, SUPERVISORS OR EMPLOYERS—(Give residence and business addresses where possible.)

Name	Address	City	State
[illegible]	Res. Address [illegible]	[illegible]	[illegible]
	Bus. Address [illegible]	[illegible]	[illegible]
[illegible]	Res. Address [illegible]	New York	N.Y.
	Bus. Address [illegible]	[illegible]	[illegible]
[illegible]	Res. Address [illegible]	[illegible]	[illegible]
	Bus. Address [illegible]	[illegible]	[illegible]
[illegible]	Res. Address [illegible]	[illegible]	[illegible]
	Bus. Address [illegible]	[illegible]	[illegible]
[illegible]	Res. Address [illegible]	[illegible]	[illegible]
	Bus. Address [illegible]	[illegible]	[illegible]

Sec. 14. GIVE THREE NEIGHBORS AT YOUR LAST NORMAL [illegible]

[illegible]

[illegible]

Sec. 12. RESIDENCES FOR THE PAST [illegible]

FROM [illegible] TO [illegible] [illegible]

FROM [illegible] TO [illegible] [illegible]

FROM 1949 TO [illegible] [illegible]

FROM TO

FROM TO

FROM TO

FROM TO

Sec. 13. RESIDENCE OR TRAVEL OUTSIDE OF THE UNITED STATES

FROM 1941 TO [illegible] [illegible]

FROM 1946 TO [illegible] [illegible]

FROM [illegible] TO [illegible] [illegible]

FROM TO

FROM TO

Sec. 14. CLUBS, SOCIETIES, AND OTHER ORGANIZATIONS

LIST NAMES AND ADDRESSES OF ALL CLUBS, SOCIETIES, PROFESSIONAL SOCIETIES, EMPLOYEE GROUPS, ORGANIZATIONS OF ANY KIND (INCLUDE MEMBERSHIP IN, OR SUPPORT OF, ANY ORGANIZATION HAVING HEADQUARTERS OR BRANCH IN A FOREIGN COUNTRY) TO WHICH YOU BELONG OR HAVE BELONGED:

Actor's Equity [illegible] New York N.Y.

(Name and Company) (No. and Street) (City) (State)

DATES OF MEMBERSHIP: [illegible] - [illegible]

American [illegible] Society [illegible]

(Name and Company) (No. and Street) (City) (State)

DATES OF MEMBERSHIP:

(Name and Company) (No. and Street) (City) (State)

DATES OF MEMBERSHIP:

[illegible]

MISCELLANEOUS

DO YOU ADVOCATE OR HAVE YOU EVER ADVOCATED, OR ARE YOU NOW, OR HAVE YOU EVER BEEN A MEMBER OF OR HAVE YOU SUPPORTED ANY POLITICAL PARTY OR ORGANIZATION WHICH ADVOCATE THE OVERTHROW OF OUR CONSTITUTIONAL FORM OF GOVERNMENT IN THE UNITED STATES?

[illegible]

HAVE YOU EVER BEEN [illegible] ... [illegible] STATE [illegible] AND DISPOSITION OF CASE.

[illegible]

YOU ARE INFORMED THAT THE CORRECTNESS OF ALL STATEMENTS MADE HEREIN WILL BE INVESTIGATED.

[illegible]

I CERTIFY THAT THE FOREGOING ANSWERS ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF, AND I AGREE THAT ANY MISSTATEMENT OR OMISSION AS TO A MATERIAL FACT WILL CONSTITUTE GROUNDS FOR IMMEDIATE DISMISSAL OR REJECTION OF MY APPLICATION.

[illegible] DATE [illegible]

USE THE FOLLOWING PAGES FOR EXTRA DETAILS [illegible] NUMBER ACCORDING TO THE [illegible] [illegible] ADD AS MANY [illegible] PAGES AS [illegible]

14-00000

MATERIAL REVIEWED AT CIA HEADQUARTERS BY

HOUSE SELECT COMMITTEE ON ASSASSINATIONS STAFF MEMBERS

SECRET

FILE TITLE/NUMBER/VOLUME: Phillips, DAVID A.

INCLUSIVE DATES: 25-MARCH 1955 - 2 Feb 1976

CUSTODIAL UNIT/LOCATION: OP Files

ROOM: 5E13

DELETIONS, IF ANY:

DATE RECEIVED	DATE RETURNED	REVIEWED BY (PRINT NAME)	SIGNATURE OF REVIEWING OFFICIAL
2/10/78	2/10/78	DAN Hardway	Dan Hardway
17-[illegible]-78	4/17/78	DAN HARDWAY	Dan Hardway

NO DOCUMENTS MAY BE COPIED OR REMOVED FROM THIS FILE

SECRET

14-00000

Contract Service — Michael M. CHOADEN (P)

Date	Action	Compensation	GS Equivalent
1 Feb 51	Independent contractor	$600 per mo	
28 Feb 51	~~Independent~~ contract terminated	600 " "	
25 Jan 52	Independent contractor	$6,000 p.a.	
31 Aug 53	Contract terminated	6,000	
4 Mar 54	Contract Employee	$7,200	
31 Jul 54	Contract terminated	7,200	
1 Aug 54	Contract Employee	8,360	
31 Mar 55	Contract terminated	8,360	
1 Apr 55 – 13 Aug 58	Agency Staff Agent service		
19 Aug 58	Independent contractor (Note: the base rate of pay of $7,200 is subject to increase on occasions wherein subject performs specialized assignments)	~~[illegible]~~ $7,200	
13 Mar 60	~~Ind~~ Contract terminated	7,200	
14 Mar 60	Entered on duty as an Agency Staff Employee at the rate of GS-14/3 ($11,835).		

13 May 1975

MEMORANDUM FOR: Chief, Contract Personnel Division

SUBJECT : Earnings of David A. Phillips

In accordance with your telephone request, the following is a record of income earned by Mr. Phillips during the period 19 August 1958 through 13 March 1960. Mr. Phillips was paid at $7,200 P/A, with the exception of those periods of service performed outside of his country of permanent assignment and then he was paid at $13,000 P/A.

DATES	PAID AT $7200 P/A	DUE DIFFERENCE BETWEEN $7200 P/A & $13000 P/A	TOTAL
19-31 Aug 58	$ 240.00	-0-	$ 240.00
Sept 58	600.00	$ 32.22	632.22
Oct 58	600.00	434.97	1034.97
Nov 58-Jan 59	1800.00	-0-	1800.00
Feb 59	600.00	88.60	688.60
March 59	600.00	-0-	600.00
April 59	600.00	157.07	757.07
May 59	600.00	128.88	728.88
June-July 59	1200.00	-0-	1200.00
Aug 59	600.00	80.55	680.55
Sept 59-Feb 60	3600.00	-0-	3600.00
1-13 March 60	260.00	-0-	260.00
Totals	$11,300.00	$922.29	$12,222.29

JOSEPH H. HUDSON
Deputy Chief
Compensation and Tax Division

14-00000

Act of Country 6 times

P.O. [illegible]

David Phillips

19 Aug 58 — $7200

19-31 Aug 58 —	$260	
Sep 58 —	600 + 32.22	$632.22
Oct 58 —	600 + 289.98	889.98
Nov 58 — Thru Jan 59	600	$1800.00
Feb 59 —	600 + 88.60	688.60
Mar 59 —		600.00
Apr 59 —	600 + 157.07	757.07
May 59 —	600 + 128.88	728.88
Jun 59	600	600.00
Jul 59	600	600.00
Aug 59	600 + 80.55	680.55
Sept 59	600	600.00
Oct 59	600	600.00
Nov 59	600	600.00
Dec. 59	600	600.00
Jan 60	600	600.00
Feb 60	600	600.00
1-13 Mar 60	260	260.00

14-00000

$11,320 paid at $7,200

extra pay $777.30

Total Paid $12,097.30

14-00000

4 March 1975

BACKGROUND ON REQUEST FOR CREDITABLE SERVICE: August 1950 Until 3 March 1954

1. A basic document in consideration of this request is HCSA-825, dated 4 February 1954.

2. I was running an English-language newspaper in Santiago, Chile when asked to work with our Station there. My first pay was $50.00 per month. The file contains a project approval dated 31 May 1950; TCS-A-1064 asks that the first payment be made to the U.S. bank on 1 August 1950.

3. During this period I recall a number of activities undertaken for the Station, and I travelled to New York for clandestine training. The file indicates "He was originally approved operationally to handle the complex Soviet espionage case of FULMINATER-2. His conduct of this case was considered excellent...." Also, "It will be recalled that Headquarters was very pleased with the printing job...which he had done." The latter was indicative of a number of such chores, when I stayed behind in my plant after the employees had left for the night, printing leaflets, booklets, etc. I also handled agents and did a number of spotting and assessing jobs for the Station.

4. I signed a new contract on 25 January 1952 for $500.00 per month which ran until the termination date of 31 August 1953. (Actually this was in the form of a loan which was paid off at the rate of $500.00. The advance was used to purchase printing equipment which allowed me to do certain work for the Station, but which I retained.)"

5. After termination of the contract on 31 August I remained in Chile until 4 March 1954. During this period I recruited a CP agent who still works for the Station--and was a cabinet member under Allende. On 3 February 1954 Headquarters asked that I be made available for another assignment. The Station pointed out that I was working on the recruitment, and that I and my family were planning on a European vacation. Headquarters again requested my assignment. Thus I departed for the Guatemala project in early March, abandoning my free family trip to Europe (tickets paid for by advertising in my paper) and leaving my family behind to pack up. I accepted this assignment without knowing where it was, or for how long it would last. Indeed I did not even have a contract.

E2 IMPDET
CL BY 024345

14-00000

6. I worked for the Agency in Santiago, then, between 1 August 1950 until departure for PBSUCCESS on 4 March 1954. I was always available and when I finally did leave it was for Agency business rather than my own. Thus I request that all or part of this time be approved as creditable toward retirement."

David A. Phillips

14-00000

Mr. DeFelice:

Information from Adele regarding Dave Phillips's creditable service:

As of 31 December 1974:

18 years, 11 months, 27 days
(Agency civilian service)

2 years, 8 months, 11 days
(military service)

Total creditable service:

21 years, 8 months, 8 days.

Sick leave will be added to that.

For your information, Paul Seidel has an appointment with Mr. Phillips on Wednesday afternoon. He is in the CIARDS system and with his birth date in 1922, he is eligible for voluntary retirement.

Bonnie

18 - 11 23

Mar 54 - July 54 - 4 mos -

1 Aug 54 - 31 Mar 57 8 mos [illegible]

April 55 - 15 Mar 56 3 yrs

Mar 56 - Mar 57 - 15

[illegible] - 7 Feb 56 - 13 Aug 58

Payroll [illegible] - [illegible]

Confirm [illegible] - 1 Feb 51 - 22 Feb 51 -

Confirm [illegible] 25 Jan 52 - 31 Aug 53

Control Engineer 4 March 54 - 31 Mar 55

[illegible] 1 April 55 - 6 Feb 56

[illegible] 7 Feb 56 - 13 Aug 58

[illegible] 14 Aug 58 - 13 Mar 60

[illegible] 14 Mar 60 - 6 [illegible]

14-00000

David A. Phillips.

Excepted Appointment Staff Employee 1 Apr 55

Resignation Staff Employee 6 Feb 56

Excepted Appointment Staff Agent 7 Feb 56

Resignation Staff Agent 13 Aug 58

Contract Agent 19 Aug 58
Terminated 13 Mar 60

Excepted Appt Staff Employee 14 Mar 60
Staff Employee since 14 March 1960

SECRET

21 May 1975

MEMORANDUM FOR: Office of Finance/C&TD

SUBJECT : Verification of Contract Employee Service of David A. Phillips, current staff employee for period 19 August 1958 through 13 March 1960.

REFERENCE : Memorandum from Deputy Chief Comp & Tax Division subject earnings of David A. Phillips dated 13 May 1975

1. Based upon new information it has now been determined that subject served as an Agency contract employee during period 19 August 1958 through 13 March 1960, and that this period is creditable for both retirement and leave account category purposes. Civil Service Retirement deductions were not withheld during the period. Records of this office reflect subject was authorized compensation during referenced period at the rate of $7,200 per annum, except that when he was outside of the United States he was paid at the rate of $13,000 per annum. For times and amounts involved in change of rate see reference.

2. Action required:

(a) Office of Finance: Please post the above information to subjects retirement records.

(b) DDO/LA/Pers: Please advise subject of the contents of this memorandum.

(c) RAD/ROB: For your information and assistance in retirement processing.

Rogers C. Brooks
Deputy Chief
Contract Personnel Division

Distribution:
Orig - Addressee
1 - DDO/LA/Pers
1 - RAD/ROB

OGC Concurrence: ______

SECRET

E2IMPDET
CL by: 063837

14-00000

ADMINISTRATIVE-INTERNAL USE ONLY

13 May 1975

MEMORANDUM FOR: Chief, Contract Personnel Division

SUBJECT : Earnings of David A. Phillips

In accordance with your telephone request, the following is a record of income earned by Mr. Phillips during the period 19 August 1958 through 13 March 1960. Mr. Phillips was paid at $7,200 P/A, with the exception of those periods of service performed outside of his country of permanent assignment and then he was paid at $13,000 P/A.

DATES	PAID AT $7200 P/A	DUE DIFFERENCE BETWEEN $7200 P/A & $13000 P/A	TOTAL
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Oct 58	600.00	434.97	1034.97
Nov 58-Jan 59	1800.00	-0-	1800.00
Feb 59	600.00	88.60	688.60
March 59	600.00	-0-	600.00
April 59	600.00	157.07	757.07
May 59	600.00	128.88	728.88
June-July 59	1200.00	-0-	1200.00
Aug 59	600.00	80.55	680.55
Sept 59-Feb 60	3600.00	-0-	3600.00
1-13 March 60	260.00	-0-	260.00
Totals	$11,300.00	$922.29	$12,222.29

JOSEPH H. HUDSON
Deputy Chief
Compensation and Tax Division

ADMINISTRATIVE-INTERNAL USE ONLY

14-00000

SECRET

21 May 1975

MEMORANDUM FOR: Office of Finance/C&TD

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REFERENCE : Memorandum from Deputy Chief Comp & Tax Division subject earnings of David A. Phillips dated 13 May 1975

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(b) DDO/LA/Pers: Please advise subject of the contents of this memorandum.

(c) RAD/ROB: For your information and assistance in retirement processing.

/s/ Rogers C. Brooks

Rogers C. Brooks
Deputy Chief
Contract Personnel Division

Distribution:
Orig - Addressee
1 - DDO/LA/Pers
1 - RAD/ROB

1 - Subjects CPD file
1 - CPD Chrono file
DDA/OP/CPD: RCB;sp (21 May 1975)

E2IMPDET
CL by: 063837

SECRET

SECRET

10 MAR 1975

MEMORANDUM FOR: Chief, TRB

SUBJECT : Verification of Contract Employee Service for Michael M. CHOADEN (P) Current Staff Employee

REFERENCE : CPD Memorandum of 30 June 1966 to Chief, TRB, Subject "Record of Contract Service for CHOADEN, Michael M.

1. Referent memorandum is revised in its entirety to reflect the following periods of full time contract employee service as being creditable service for both leave and Civil Service Retirement purposes.

DATE	ACTION	PER ANNUM COMPENSATION
4 March 1954	Contract employee	$7,200
31 July 1954	Contract terminated	7,200
1 August 1954	Contract employee	8,360
31 March 1955	Contract terminated	8,360

2. Period of service 4 March 1954 through 31 December 1954 had in previous memorandum been declared creditable service for both leave and retirement purposes. It denied creditable retirement service for the period 1 January 1955 through 31 March 1955 because of a Federal statutory provision relating to periods covered by Social Security. The foregoing position was removed by P. L. 91-630 of 31 December 1970, thereby having the effect of rendering said service as creditable.

3. Action required:

a. Office of Personnel/TRB: Please file this memorandum in subject's official personnel file folder.

b. Office of Personnel/ROB: For your information.

c. Office of Finance/C&TD: Please post the above information to subject's retirement records.

d. DDO/LA/Personnel: Please advise subject of the contents of this memorandum.

Rogers C. Brooks
Deputy Chief
Contract Personnel Division

Distribution:
Orig - Addressee
1 - CP/ROB
1 - OF/C&TD
1 - DDO/LA/Personnel
1 - CPD Subject file
1 - CPD Chrono
OP/CPD/R.C.Brooks:jc (10 March 1975)

14-00000

SECRET

MEMO FOR: The File

SUBJECT : Michael M. CHOADEN (P), Verification of Contract Service

<u>19 Oct 70</u>

Subject, now a Staff Employee, asked Don DeFelice to see if any of his old contract time is creditable towards CIARDS retirement. Currently, subject is assigned PCS in WH field, but is currently in Hqtrs on TDY.

<u>21 Oct 70:</u>

Met with subject and discussed all aspects of his questions and his prior contractual service. Provided him with information concerning his service, that criteria CPD used in determining independent contractor service vs contract employee service, applicability of the "social Security rule" precluding the use of contract employee time under social security being creditable retirement time, etc. Also, provided subject with a sample of a memo which could be written to CPD requesting old independent contractor time be recategorized as contract employee time. Also indicated to subject we would help him draft an appropriate memo <u>if</u> he (subject) felt he had a good case. In general, from information provided by subject, it seemed that subject's old independent contractor time was not of a type that might lend itself to conversion to contract employee time.

<u>3 Dec 70:</u> As of this date, CPD had heard nothing more from subject and it was therefore assumed that subject had, at least for the immediate moment, decided not to pursue the matter further.

Paul Wilson
3 Dec 1970

14-00000

Michael M. CHOADEN

[redacted]),

O/Personnel/Contract Personnel Div
5E-69 Hqtrs.
(Paul R. Wilson)

23 April 1970

OP/RAD - 205 Magazine Bldg.
Attn: Adele J. Sukowicz

1. Adele: Hope the following will help you:

(a) Attached is our CPD file on loan. In it find a chrono of all of subject's contract service.

(b) Information in our CPD memo of 30 June 66 is reaffirmed. However, note it did not cite subject's 1951/52/53 service, which service is cited in the O/Finance memo of 16 June 1966. This 1951/52/53 service is independent contractor service and not creditable for purposes of Civil Service Retirement.

(c) Our CPD memo of 30 Jun 66 indicates subject had a social security obligation for period 1 Jan 55 thru 31 Mar 55. Since this obligation came about retroactively in Mid 1955, possibility exists that neither subject or the Agency made contributions to the Social Security System. If they were not made, it is possible for such to be made at this late date and if subject or WH Division is interested in looking into this, they should contact Rod Brooks of CPD.

Paul R. Wilson

14-00000

☐ UNCLASSIFIED ☐ INTERNAL USE ONLY ☐ CONFIDENTIAL ☐ SECRET

ROUTING AND RECORD SHEET

SUBJECT: (Optional) [redacted] CHOADEN

FROM: WH Personnel 3D3102

EXTENSION: 6815

NO.

DATE: 6 April 1970

TO: (Officer designation, room number, and building)	DATE RECEIVED	DATE FORWARDED	OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
1. CP/RAD 205 Magazine ATTN: Adele J. Sukowicz		/3		CHOADEN Attached is Mr. [redacted]'s official file and a dispatch from him in which he requests a computation of his time with the Agency for retirement purposes. It is a very complicated case. Good luck! Ruth Sanford WH Personnel
2.				
3.				
4.				
5.				
6. Chief, Contract Personnel Div 5 E 69 HQS				1 to 6: On the basis of CPL's memo dated 30 June 1966 (copy attached) ruling on the creditability of Subject's contract service, ROB can reply to the attached dispatch. However, it is requested that CPL review HERT for its factual content and advise ROB if the memo of 30 Jun 66 is reaffirmed. Your attention is invited to a discrepancy in identifying 1954 contract service. In the dispatch (para 5) Subject refers to himself as a "covert associate"; the Office of Finance (see memo dtd 16 Jun 66) copy attached) lists the time as "contract agent" service; and your memo of 30 Jun 66 lists the time as "contract employee" service.
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				

FORM 3-62 610 USE PREVIOUS EDITIONS ☐ SECRET ☐ CONFIDENTIAL ☐ INTERNAL USE ONLY ☐ UNCLASSIFIED

14-00000

UW H

DISPATCH

CLASSIFICATION: SECRET

PROCESSING ACTION: MARKED FOR INDEXING / NO INDEXING REQUIRED / ONLY QUALIFIED DESK CAN JUDGE INDEXING / MICROFILM

TO: Chief, Western Hemisphere Division

INFO.: Chief, Operational Services

FROM: Chief of Station, Rio de Janeiro

SUBJECT: Request for Review of Retirement Status---Michael C. CHOADEN

ACTION REQUIRED - REFERENCES

Action Required: See Paragraph 9 et all

1. During his RVROCK career Michael C. CHOADEN has served as Contract Agent, Covert Associate, Staff Agent and Contract Employee. On one occasion CHOADEN resigned from RVROCK, became a Contract Agent, then returned as a Staff Employee. The purpose of this dispatch is to request a review of exactly what CHOADEN's status has been over the years, what must be done to repay retirement funds for any periods of creditable service not now covered, and to study the possibility that some periods of tenure might be converted from uncreditable to creditable status.

2. CHOADEN served in the Air Force from February 1943 through October 1945, with total service of two years, eight months and 19 days.

3. The dates of CHOADEN's first RVROCK service in Santiago, Chile, are very hazy to CHOADEN. He does recall that he was first recruited by the COS, but cannot recall if this was on a formal, salaried basis. At some time during 1950 or 1951, probably the latter, CHOADEN signed an RVROCK contract, for at least two years, possibly longer. The salary is remembered as US$500 per month, and on one occasion this salary was paid in advance to allow CHOADEN to purchase printing equipment. Please check the contract covering this period and advise Rio (a) the duration of the contract and (b) if any provision for deductions (or future payment of) was made. If, as CHOADEN suspects, there were no deductions, even for Social Security, CHOADEN would appreciate Headquarters comment on the possibility that this period might be retroactively converted to creditable service status (after payments into retirement system, of course). In this connection it is suggested

Distribution:
3 - Chief, WHD
2 - Chief, OPSER

CROSS REFERENCE TO	DISPATCH SYMBOL AND NUMBER	DATE
	HBRT-7797	25 March 1970
	CLASSIFICATION: SECRET	HQS FILE NUMBER

that a discussion might be held with James G. COLLETT, who was COS in Santiago during most of that time. CHOADEN believes that COLLETT will confirm that CHOADEN demonstrated his intense interest in his RVROCK work by performing not only the work called for in his contract (mostly clandestine printing) but other chores as well. Example: during this period, or perhaps just after the expiration of CHOADEN's contract, CHOADEN, under Station guidance and instruction, approached and recruited a Communist Party agent. (It is understood that the agent is still reporting.) Another example: in March 1954, COS COLLETT approached CHOADEN and asked him if he would accept the Headquarters' request that he leave Chile, board an airplane for the U.S. and assist in an unidentified operation which would last "some months." That was the extent of the offer. CHOADEN accepted. This was despite the fact that he had no contract, and that he had to leave his family behind and to abandon a trip which had been planned through Europe. It is believed that this indicates that CHOADEN was pretty much "under RVROCK control" during this period. (Perhaps training records can assist in finding information on this Chilean period, as CHOADEN went to New York on one occasion for a six-week training course).

4. The next period of contract employment is also hazy. The operation in which CHOADEN was asked to participate turned out to be PBSUCCESS. Some sort of contract was drawn up, but CHOADEN does not recall if any deduction for retirement was made, nor of the terms of the contract. It is requested that this contract be reviewed and, should there have been no retirement credit, that it too be reviewed for possible conversion to creditable service. There is no question of CHOADEN "responding to RVROCK control" during this period. It was full time work, and most of it performed away from family---some of it in the jungle. About sixty days, CHOADEN recalls, was spent [redacted], in Project PBHISTORY. CHOADEN was awarded an RVROCK decoration for his work during this period. ABROAD.

5. As the result of his participation in PBSUCCESS, CHOADEN was contracted as a Covert Associate from (about; this is a guess) October, 1954 until April of 1955. CHOADEN distinctly recalls that this contract called for retirement credit if chosen as a future option. (It is not impossible that this contract was made retroactive to cover CHOADEN's departure from Chile in March, 1954.) It would be appreciated if Rio would be advised of the exact duration and terms of this contract.

6. CHOADEN was a Staff Employee from 1 April 1955 until 13 July of 1958, when he resigned. Retirement payments for this period were returned to CHOADEN, and he understands that they must be repaid sometime before retirement to make the period creditable.

7. After resigning in 1958 CHOADEN went to Cuba and within a week signed a contract---as an independent operator and, to the best of CHOADEN's recollection, without any retirement benefits. Again, it is requested that this contract be reviewed with the view of possible conversion to creditable status.

8. On March 14, 1960 CHOADEN again became a Staff Employee, and has remained in that status.

9. Despite a rather long tenure with RVROCK CHOADEN now finds that much of his service is either not creditable, or is creditable and not paid. CHOADEN would like to set this house in order, and to begin having regular deductions from his salary begin building up his paid-up creditable retirement equities. Headquarters' assistance in arriving at this happy state would be appreciated. CHOADEN is especially interested in obtaining approval for conversion of the early contract days in Chile. It seems apparent that if repayment into the retirement system is to be initiated,

14-00000

CONTINUATION OF DISPATCH	CLASSIFICATION SECRET	DISPATCH SYMBOL AND NUMBER HBRT-7797

it would be wiser to repay the early years first (so as to add more time more quickly with less payment). In any event, a Headquarters' review of the case would be appreciated.

Michael C. CHOADEN

FORM 53a USE PREVIOUS EDITION	CLASSIFICATION SECRET	CONTINUED	PAGE NO. 3

14-00000

30 June 1966

MEMORANDUM FOR : Chief, TRB

SUBJECT : Record of Contract Service for
[redacted]

CHOADEN, MICHAEL M.

1. Per your request we are forwarding record of Subject's contract service:

Date	Action
4 March 1954	Hired as Contract Employee
31 July 1954	Terminated
1 August 1954	Hired as Contract Employee
31 March 1955	Terminated
19 August 1958	Hired as Contract Agent
13 March 1960	Terminated

2. Subject was employed on a full time basis with leave benefits from 4 March 1954 through 31 March 1955. Accordingly, this entire period is "creditable" for establishing his annual leave category. However, the period from 19 August 1958 through 13 March 1960, as an independent contractor, is not creditable for this purpose. Only the period from 4 March 1954 through 31 December 1954 is "creditable for Civil Service Retirement, since Contract Employee's were mandatorily covered by Social Security as of 1 January 1955.

3. Attached is OF record of Agency service with salary breakdown.

Rogers C. Brooks
Acting Chief, Contract Personnel Division

Distribution:
Orig - Addressee
2 - CPD

14-00000

16 June 1966

Chief, Contract Personnel Division
ATTN : Mary Kay Spink

Compensation and Tax Division
Office of Finance

Agency Service of [redacted]

The records of the Office of Finance show the following Agency service for Subject:

Contract Agent:

EOD 1 February 1951 @ $600.00 P/M
Term 28 February 1951 @ $600.00 P/M

EOD 25 January 1952 @ $6000.00 P/A
Term 31 August 1953 @ $6000.00 P/A

EOD 4 March 1954 @ $7200.00 P/A
Pay Inc. 1 August 1954 @ $8360.00 P/A
Term. 31 March 1955 @ $8360.00 P/A

Staff Employee:

Ex. Appt. 1 April 1955 @ $9600.00 P/A
Res. 6 February 1956 @ $10,320.00 P/A

Staff Agent:

Ex. Appt. 7 February 1956 @ $10,320.00 P/A
PSI 7 October 1956 @ $10, 535.00 P/A
Pay Raise 12 January 1958 @ $11,595.00 P/A
PSI 6 April 1958 @ $11,835.00 P/A
Res. 13 August 1958 @ $11,835.00 P/A

Contract Agent:

EOD 19 August 1958 @ $7,200.00 P/A
Term. 13 March 1960 @ $7,200.00 P/A

Staff Employee:

Ex. Appt. 14 March 1960 @ $11,835.00 P/A
Subject has been a Staff Employee since 14 March 1960.

JOSEPH H. [illegible]
Chief
Agent Payroll Branch

14-00000

STANDARD FORM 144
REVISED SEPTEMBER 1958
U.S. CIVIL SERVICE COMMISSION
FPM CHAPTERS 31, 35, AND 36

STATEMENT OF PRIOR FEDERAL CIVILIAN AND MILITARY SERVICE AND DETERMINATION OF COMPETITIVE STATUS

IMPORTANT: The information on this form will be used (1) in determining creditable service for leave purposes and retention credits for reduction in force, and (2) in recording agency determination of competitive status. The employee should complete Part I and the Personnel Office should complete Parts II through V.

PART I.—EMPLOYEE'S STATEMENT

1. NAME (Last, first, middle initial): PHILLIPS, DAVID ATLEE
2. DATE OF BIRTH: October 31, 1922

3. LIST THE FOLLOWING INFORMATION CONCERNING ALL FEDERAL AND DISTRICT OF COLUMBIA SERVICE YOU HAVE HAD PRIOR TO YOUR PRESENT APPOINTMENT (Do not include military service.)

NAME AND LOCATION OF AGENCY	FROM— YEAR	MONTH	DAY	TO— YEAR	MONTH	DAY	TYPE OF APPOINTMENT IF KNOWN
CIA	1955	April	1	1955	Aug	13	GS-14

4. LIST PERIODS OF ACTIVE SERVICE IN ANY BRANCH OF THE ARMED FORCES OF THE UNITED STATES. IF YOU HAD NO ACTIVE MILITARY SERVICE, WRITE "NONE."

BRANCH	FROM— YEAR	MONTH	DAY	TO— YEAR	MONTH	DAY	DISCHARGE (Hon. or dishon.?)
ARMY AIR FORCE	1943	2	12	1945	10	31	HON.

...TAL OF MORE THAN 6 MONTHS ABSENCE ...Y ONE CALENDAR YEAR? ☐ YES ☒ NO

TO— MONTH	DAY	TOTAL YEARS	MONTHS	DAYS

...NT COMPETITIVE CIVIL SERVICE STATUS?

...no status was acquired?)

NOTE:
This SF-144 was completed by subject on 14 March 1960 on occasion of entering on duty as ~~&&&~~ an Agency Staff Employee.
Note that he did not claim any of his prior contract service.
Original of this SF-144 on file in subject's Staff Employee file.

PART II.—THIS COLUMN IS FOR PERSONNEL OFFICE USE

9. RETENTION GROUP
10. A. CSC STATUS ☐ YES ☐ NO
B. TYPE OF PRESENT APPOINTMENT

11. SERVICE

YEAR	MONTH	DAY
3	4	13
2	8	19

12. TOTAL SERVICE 6 [illegible] [illegible]
13. NONCREDITABLE SERVICE (Leave purposes only):
14. NONCREDITABLE SERVICE (RIF purposes only):
15. REEMPLOYMENT RIGHTS ☐ YES ☐ NO
16. RETENTION RIGHTS ☐ YES ☐ NO
17. EXPIRATION DATE OF RETENTION RIGHTS

...OR OTHER PERSONS AUTHORIZED TO ADMINISTER OATHS.

I swear (or affirm) that the above statements are true to the best of my knowledge and belief.

14 MARCH 1960 (DATE) — David A. Phillips (SIGNATURE)

Subscribed and sworn to before me on this ____ day of ____ (MONTH) 1960 at WASHINGTON, D.C. (CITY) (STATE)

SEAL — [signature]

NOTE: If oath is taken before a Notary Public, the date of expiration of his Commission should be shown.

INSTRUCTIONS: File this form on the permanent side of the employee's official personnel folder immediately before or after the personnel action involved.

(OVER)

SECRET

14 March 1960

MEMORANDUM FOR: Chief, Contract Personnel Division

SUBJECT : Termination of Michael CHOADEN Contract

It is requested that the contract of Michael M. Choaden be terminated as of close of business 13 March 1960 in view of his appointment to staff employee status effective 14 March 1960

J. C. King
Chief, Western Hemisphere Division

SECRET

14-00000

Mr. Michael M. Choaden

Dear Mr. Choaden:

Reference is made to your contract with the United States Government, as represented by the Contracting Officer, effective 19 August 1958, as amended.

Effective 16 February 1960, said contract, as amended, is further amended by adding after paragraph seven (7), entitled "Travel and Operational Expenses," the following paragraph:

> "8. Return Travel. Upon the successful completion of your services under this agreement you will be advanced or reimbursed funds for authorized travel and transportation expenses for you, your dependents and your household effects from Havana, Cuba to the Washington, D.C. area, including per diem in lieu of subsistence in the course of such travel. Such funds will be subject to payment and accounting in conformance with applicable Government regulations."

All other terms and conditions of the contract, as amended, remain in full force and effect.

UNITED STATES GOVERNMENT

BY________________________

Contracting Officer

Cntk-a&L - 16 Feb 60
WH/DP Amenrilla x
to Robert Reynolds
C.O.

14-00000

SECRET

16 February 1960

MEMORANDUM FOR: Chief, Contract Personnel Division

SUBJECT: Amendment to Contract - Michael M. CHOADEN

It is requested that Subject's contract dated 19 August 1958, as amended, be further amended to authorize return travel from Havana, Cuba, to Washington, D. C., for Subject and his dependents at Government expense. It is also requested that the amendment authorize shipment of Mr. CHOADEN's household effects from Havana, Cuba, to Washington, D. C., at Government expense.

J. C. KING
Chief, WHD

SECRET

S-E-C-R-E-T
(When Filled In)

MEMORANDUM FOR: CHIEF, Finance Division

FROM: Contract Personnel Division

SUBJECT: Contract Extension for [illegible]

1. Effective 19 Aug 59 [illegible], the contract (as amended) for the subject individual, effective 19 Aug 58 [illegible], is extended for 1 year [illegible].

2. All other terms and conditions of the contract (as amended) remain in full force and effect.

UNITED STATES OF AMERICA

BY ____________________
CONTRACTING OFFICER

S-E-C-R-E-T

SECRET

18 August 1959

MEMORANDUM FOR: Chief, Contract Personnel Division
Attention: Mr. D. H. Letcher

FROM : Acting Chief, WHD

SUBJECT : Renewal of Contract of Michael M. CHOADEN

It is hereby requested that the contract of Michael M. CHOADEN, effective 19 August 1958 and amended, be renewed for one (1) year effective 19 August 1959.

for R. E. GOMEZ
Acting Chief, Western Hemisphere Division

SECRET

SECRET

Mr. Michael M. Choaden

Dear Mr. Choaden:

Reference is made to your contract with the United States Government, as represented by the Contracting Officer, effective 19 August 1958.

Effective 19 August 1958, said contract is amended in the following manner:

(a) The first sentence of paragraph one (1), entitled "Compensation," is deleted and in lieu thereof the following sentence is substituted:

> "In full consideration for the purchase of such information and services you will be compensated in an amount calculated at the rate of $7200 per annum except that for those periods of time during which you are performing services necessitating certain specialized professional skills on a full time basis outside of the country of your present permanent assignment, you will be compensated at the rate of $13,000 per annum."

(b) The following paragraph is added after paragraph six (6), entitled "Term":

> "7. Travel and Operational Expenses. While performing those tasks for which you will be compensated at the rate of $13,000 per annum, as set forth in paragraph one (1) above, you will be advanced or reimbursed funds for necessary expenses incurred in connection with such operational travel as may be directed or authorized by the Government. This may include per diem in lieu of subsistence in the course of such travel and while on temporary duty away from your permanent post of assignment overseas. In addition, you will be advanced or reimbursed funds for necessary operational expenses as specifically approved by the Government. Payment and accounting for the items set forth herein will be in conformance with applicable Government regulations."

All other terms and conditions of the contract remain in full force and effect.

You will please indicate your approval by signing in the space provided below.

UNITED STATES GOVERNMENT

BY ______________________
Contracting Officer

ACCEPTED:

____
Michael M. Choaden

WITNESS: ______________________

APPROVED:

SECRET

17 September 1958

MEMORANDUM FOR : Chief, Contract Personnel Division
Attention: Mr. D.H. Letcher

FROM : Chief, Western Hemisphere Division

SUBJECT : Amendment To Contract of Michael M. CHOADEN

1. It is hereby requested that the contract of Michael M. CHOADEN be amended to provide that he be compensated in an amount calculated at the rate of $13,000. per annum while travelling outside Cuba at the request of the United States Government and engaged full time in the work of the United States Government. It is further requested that while so travelling outside Cuba, CHOADEN be paid per diem at the standard United States Government rate for the area of travel or temporary residence.

2. CHOADEN possesses certain specialized professional skills which are in temporary, but urgent demand in a country (other than Cuba) within the jurisdiction of the Western Hemisphere Division. The contract amendment outlined in paragraph 1. (above) is being requested so as to provide a means by which CHOADEN's skills might be made available to meet this current need for them.

J. C. KING
Chief, Western Hemisphere Division

SECRET

Mr. Michael M. Choaden

Dear Mr. Choaden:

The United States Government, as represented by the Contracting Officer, hereby contracts with you as an independent contractor for the purchase of certain information and related services of a confidential nature under the following terms and conditions:

1. Compensation. In full consideration for the purchase of such information and services, you will be compensated in an amount calculated at the rate of $7200 per annum. Payments will be made as directed by you in writing in a manner acceptable to the Government. No taxes will be withheld therefrom but it will be your responsibility to report such income under existing Federal income tax laws and regulations. A Form No. 1099 prepared in a manner to conceal the true source of such income will be furnished you by the Government in order that said responsibility may be properly fulfilled. Income received pursuant to this contract is not subject to relief from Federal income taxes on the basis of foreign residence.

2. Status. You are not an employee of the United States Government under this agreement and are not entitled to any benefits normally incident to an employee status.

3. Secrecy. You will be required to keep forever secret this contract and all information which you may obtain by reason hereof (unless released in writing by the Government from such obligation), with full knowledge that violation of such secrecy may subject you to criminal prosecution under the Espionage Laws, dated 25 June 1948, as amended, and other applicable laws and regulations.

4. Instructions. Instructions received by you from the Government in briefing, training or otherwise are a part of this contract and are incorporated herein, provided that such instructions are not inconsistent with the terms hereof.

5. Unauthorized Commitments. No promises or commitments pertaining to rights, privileges or benefits other than those expressly stipulated in writing in this agreement or any amendment thereto shall be binding on the Government.

6. Term. This contract is effective as of 19 August 1958, and shall continue thereafter for a period of one (1) year unless sooner terminated either:

(a) By fifteen (15) days' actual notice by either party hereto, or

14-00000

(b) Without prior notice by the Government in the event of a breach of this contract by your violation of the security provisions hereof or by your otherwise rendering yourself unavailable for acceptable service.

Subject to the availability of appropriations, this agreement may be extended upon notice from the Government. Termination of this agreement will not release you from the obligations of any security oath you may be required to take.

UNITED STATES GOVERNMENT

BY ______________________
Contracting Officer

ACCEPTED:

____
Michael M. Choaden

WITNESS: ______________________

APPROVED:

____

LLM/ue/11 Sept 58

SECRET

CONTRACT INFORMATION AND CHECK LIST

CASE OFFICER: Robert Reynolds
DIVISION: WHD

INSTRUCTIONS: Complete all items, inserting "NA" when items are not applicable. Forward original and one copy for preparation of contract.

TELEPHONE EXTENSION: 2056
DATE: 13 August 1958

SECTION I — GENERAL

1. NAME: [X] PSEUDO [ ] TRUE — Michael M. Choaden

2A. PROJECT: Amourette-x (DETO)

2B. PERMANENT STATION: Habana

3. ALLOTMENT NO.: 8-3545-91-599

4. SLOT NO.: N. A.

5. PREVIOUS CIA PSEUDONYM OR ALIASES: Paul D. Langevin

6. INDIVIDUAL IS PRESENTLY ENGAGED, OR HAS BEEN ENGAGED BY CIA OR ITS ALLIED ACTIVITIES IN SOME CAPACITY [X] YES [ ] NO (If yes, describe and include salary)
Contact Agent, 1952-1954
Staff Agent, 1957-1958
Staff Employee, 1955-1957 ($10,320) GS-14

7. SECURITY CLEARANCE (Type and date): Top Secret Clearance EOD/CIA 1 April 1955

8. CONTRACT IS TO BE WRITTEN IN STERILE FORM I.E., "U.S. GOVERNMENT" [X] YES [ ] NO

9. INDIVIDUAL WILL WORK UNDER "CONTROLLED CONDITIONS" I.E., REGULAR OFFICE HOURS AWAY FROM SUBJECT'S HOME AND PERFORMED UNDER THE SUPERVISION OF A STAFF EMPLOYEE OR STAFF AGENT [ ] YES [X] NO

10. PROPOSED CATEGORY (Contract agent, contract employee, etc.): Contract Agent

SECTION II — PERSONAL DATA

11. CITIZENSHIP: U. S.

12. IF NOT U.S. CITIZEN, INDIVIDUAL IS A PERMANENT RESIDENT ALIEN [ ] YES [ ] NO

13. AGE: 35

14. DATE OF BIRTH (Month, day, year): 31 October 1922

15. LEGAL RESIDENCE (City and state or country): 4804 Washburn, Fort Worth, Texas

16. CURRENT RESIDENCE (City and state or country): Habana, Cuba

17. MARITAL STATUS (Check as appropriate): [ ] SINGLE [X] MARRIED [ ] WIDOWED [ ] ANNULLED [ ] SEPARATED [ ] DIVORCED

18. NUMBER OF DEPENDENTS (Not including individual) RELATIONSHIP AND AGE: Five: Wife and four children.

19. INDIVIDUAL IS RELATED TO A STAFF EMPLOYEE, STAFF AGENT OR AN INDIVIDUAL CURRENTLY WORKING FOR THE AGENCY IN SOME CAPACITY [ ] YES [X] NO
RELATIONSHIP:

SECTION III — U.S. MILITARY STATUS

20. RESERVE: N. A.

21. VETERAN: World War II

22. IF RETIRED, INDICATE CATEGORY (Longevity, combat disability, service disability non-combat): N. A.

23. BRANCH OF SERVICE: Air Force

24. RANK OR GRADE: S/Sgt.

25. DRAFT ELIGIBLE [ ] YES [X] NO

26. DRAFT DEFERMENT OBTAINED BY CIA [ ] YES [X] NO

SECTION IV — COMPENSATION

27. BASIC SALARY: $7200 p. a.

28. POST DIFFERENTIAL: N. A.

29. COVER (Breakdown, if any): N. A.

30. TAXES TO BE WITHHELD BY [ ] COVER [ ] CIA [ ] NOT WITHHELD — Issue 1099 in name of notional payor.

SECTION V — ALLOWANCES (NORMALLY GRANTED ONLY TO RESIDENTS OF THE UNITED STATES)

31. QUARTERS: N. A.

32. POST: N. A.

33. OTHER: N. A.

34. COVER (Breakdown, if any): N. A.

SECTION VI — TRAVEL

35. TYPES [ ] PCS [ ] DOMESTIC OPERATIONAL [ ] FOREIGN OPERATIONAL N. A.

36. WITH DEPENDENTS N. A. [ ] YES [ ] NO

37. HOUSEHOLD EFFECTS TO BE SHIPPED [ ] YES [X] NO

38. PERSONAL VEHICLE TO BE SHIPPED [ ] YES [X] NO

39. TRANSPORTED VEHICLE TO BE USED FOR OPERATIONAL TRAVEL [ ] YES [X] NO

40. IF WITH DEPENDENTS STATE RELATIONSHIP, CITIZENSHIP, AGE AND DATE OF BIRTH

41. PAYMENT AND ACCOUNTABILITY WILL BE IN CONFORMANCE WITH [ ] CIA REGULATIONS [ ] COVER POLICIES AND PRACTICES — N. A.

SECTION VII — OPERATIONAL EXPENSES

42. PURCHASE OF INFORMATION

43. ENTERTAINMENT

44. OTHER

[redacted] SECRET [redacted]

CONTRACT INFORMATION AND CHECK LIST (CONTINUED)

NOTE: SEE INSTRUCTIONS ON FIRST SHEET

CASE OFFICER	DIVISION
Robert Reynolds	WHD
TELEPHONE EXTENSION	DATE
2056	13 August 1958

SECTION VIII — OTHER BENEFITS

46. BENEFITS (See Part XII of Confidential Fund Regulations or successor regulations for benefits applicable to various categories of contract personnel. If medical benefits are requested see R 15-230 or successor regulations.)

N. A.

SECTION IX — COVER ACTIVITY

47. STATUS (Check)			48. TYPE (Check)							
X	PROPOSED			PROPRIETARY		CULTURAL	X	COMMERCIAL		TOURIST
	ESTABLISHED			SUBSIDIZED		EDUCATIONAL		MILITARY		OTHER

49. IF COVER PAYMENTS ARE CONTEMPLATED, THEY WILL BE EFFECTED ON REIMBURSABLE BASIS

☐ YES ☒ NO ☐ COMPLETE ☐ PARTIAL

SECTION X — OFFSET OF INCOME

50. OFFSET OF INCOME AND OTHER EMOLUMENTS DERIVED FROM COVER ACTIVITIES (If less than total, justify in separate memo attached hereto.)

☐ TOTAL ☐ PARTIAL ☒ NONE

SECTION XI — TERM

51. DURATION						52. EFFECTIVE DATE	53. RENEWABLE
	DAYS	12	MONTHS		YEARS	15 August 1958	☒ YES ☐ NO

54. TERMINATION NOTICE (Number of days): 15

55. FORFEITURE OF RETURN TRAVEL FOR RESIGNATION PRIOR TO CONTRACT TERMINATION: N. A. ☐ YES ☐ NO

SECTION XII — FUNCTION

56. PRIMARY FUNCTION (FI, PP, other)

PP

SECTION XIII — DUTIES

57. GENERAL DESCRIPTION OF DUTIES TO BE PERFORMED

To be assigned by COS, Habana, according to Station requirements.

SECTION XIV — QUALIFICATIONS

58. EXPERIENCE

Contract Agent in Chile, 1952-1954
Contract Agent, PBSUCCESS and PBHISTORY, 1954
Covert Associate, 1954-1955
Staff Agent, Cuba, 1956-1957
Staff Agent, Beirut, Lebanon, 1957-1958

59. EDUCATION (Check Highest Level Attained)

	GRADE SCHOOL		HIGH SCHOOL GRADUATE		TRADE SCHOOL GRADUATE
	BUSINESS SCHOOL GRADUATE		COMMERCIAL SCHOOL GRADUATE		
X	COLLEGE (No degree)		COLLEGE DEGREE		POST GRADUATE ☐ MA ☐ PHD

60. LANGUAGE COMPETENCY (Check Appropriate Degree Competency)

LANGUAGE	SPEAK FLUENT	SPEAK AVERAGE	SPEAK POOR	WRITE FLUENT	WRITE AVERAGE	WRITE POOR	READ FLUENT	READ AVERAGE	READ POOR
Spanish	x			x			x		
French		x				x		x	

61. INDIVIDUAL'S COUNTRY OF ORIGIN: U.S.A.

62. AREA KNOWLEDGE

Chile, Cuba, Lebanon

SECTION XV — PRIOR EMPLOYMENT

63. JOB AND SALARY PRIOR TO SERVICE FOR CIA

Editor and publisher, actor, lecturer, free-lance writer.

SECTION XVI — ADDITIONAL INFORMATION

64. ADDITIONAL OR UNUSUAL REQUIREMENTS, JUSTIFICATIONS OR EXPLANATIONS (Use other side if necessary)

☐ OVER

APPROVAL

DATE	TYPED NAME & SIGNATURE OF DIVISION OFFICER	DATE	TYPED NAME & SIGNATURE OF SENIOR STAFF OFFICER

7 February 1955

MEMORANDUM FOR: CHIEF, SCAPS

VIA : Contract Approving Officer, PP Staff

SUBJECT : Termination of Contract.

It is requested that the contract on Paul E. LANGEVIN be terminated effective 1 April 1955.

SIGNED

JEANNE K. LETELLIER
Chief of Administration
Psychological and Paramilitary
Operations Staff

APPROVED

PP/CONTRACT APPROVING OFFICER

SECRET

19 October 1954

MEMORANDUM FOR: Chief, Psychological and Paramilitary Operations Staff

SUBJECT: Paul D. Langevin (P) - Covert Associate

REFERENCE: Memo to Special Contracting Officer, CIA, dated 12 October 1954, Same Subject

Pending publication of a regulation on Employee Services, the Office of Personnel issued N 20-660-19, dated 29 July 1954 to be effective 1 August 1954. This Notice announced the availability of two life insurance and two health insurance programs sponsored by the Agency under the name of "Government Employees Health Association, Inc." Eligibility for these life and health insurance programs has been limited to those categories of personnel expressly stipulated in the Notice. Nowhere are Covert Associates listed as an eligible group, although in fact a Covert Associate may be an employee of the U. S. Government. Until the notice or the proposed regulation is changed, this Staff is precluded from inserting in contracts similar to that of subject individual's any reference to health and life insurance programs normally available to staff employees.

JOHN L. BISCHOFF
Special Contracting Officer

DHL/pr
Orig & 1 Addressee
1 cc Employee Services Div.(attn. Joe Evans)
1 cc subject file
1 cc chrono
1 cc corres w/PPStaff file

SECRET

12 OCT 1954

SECRET

12 Oct 1954

MEMORANDUM FOR: SPECIAL CONTRACTING OFFICER, CIA

SUBJECT : Paul D. Langevin (P)--Covert Associate

It is requested that the subject's contract effective 1 August 1954 be amended to permit the subject to apply for Hospitalization and Life Insurance with the Agency.

for JOHN H. BAKER
Chief
Psychological and Paramilitary Operations Staff

APPROVED
PP CONTRACT APPROVING OFFICER

SECRET

SECRET

MEMORANDUM FOR: Mr. Kermit Roosevelt

ATTENTION : Mr. John Baker

SUBJECT : Mr. Paul D. Langevin; Employment as CIA Staff Officer

1. To those of us at Headquarters who have followed closely the work of Mr. Langevin in connection with PBSUCCESS, it is completely evident that he made one of the major and most outstanding contributions to this Operation and that he has demonstrated himself to be exceptionally qualified in the field of political and psychological operations (covert). I have just been informed by Messrs. Barnes and Langevin that the latter who has heretofore been employed in the capacity of a Contract Agent, desires to become more closely associated with the Agency and would like to be employed as a regular staff officer. I am very much in favor of following up on this opportunity, and I have good reason to believe that the Director likewise is specifically interested.

2. There are certain aspects of this case which appear to require special handling and tailoring -- none of which presents any difficulties as I see it -- but, on the contrary, would tie in very neatly with both the near term and longer range aspects of the employment of Mr. Langevin. These aspects are as follows:

(a) Mr. Langevin desires to begin his term of employment by the Agency with a period of service at Headquarters. (He has spent many years in Latin America, principally in Chile where he has owned and still owns a newspaper, and, in my judgment, it would be mutually advantageous to the Agency and to Mr. Langevin for him to spend not less than a year as a member of the Headquarters organization.)

(b) Mr. Langevin has for some years in the past been giving an annual series of lectures in various Latin American capitals. These lectures have been arranged by an agent of his in New York and his audiences have consisted of business and professional groups and women's organizations. The general subject matter of his lectures has included talks on the threat of international Communism to Latin America. Mr. Langevin would desire, if it can be worked out, to be permitted to continue to deliver lectures of this kind in the future and is at the present time

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contemplating a series of lectures on Latin America to be given in various cities within the United States.

(c) Mr. Langevin would be ready and able to accept a field assignment in South America following the conclusion of the period of Headquarters' duty referred to.

3. As already indicated, it seems to me that there are no serious problems involved in any of the foregoing and that the material can be readily cut to fit the pattern. It is the recommendation of Mr. Barnes in which I concur, that Mr. Langevin be assigned to the PP Staff during his tour of duty here. He could in this capacity work very closely with WH Division, but it seems to Tracy and myself that he can contribute importantly to the work of the PP Staff and in the process broaden himself. As regards the matter of the lectures, I would recommend that arrangements be made to permit and even encourage him to continue these since it seems to me that they would fit in very well with his general PP assignment -- assuming, of course, that his Headquarters and field cover are properly designed and maintained. The Headquarters cover problem is not a substantial one and as far as the field is concerned if Mr. Langevin were to go under non-official cover of the right kind this also should present no problem. There is a ready-made cover in the field and in a critically important country by virtue of his ownership -- for some six years -- of a newspaper in Santiago. It would not be incompatible with his resumption of his position as owner and editor of the Santiago newspapaer to work in an annual series of lectures either in Latin America or in the United States. There is only one further point involved in connection with the lectures: Because of Mr. Langevin's intimate association with many of the details of PBSUCCESS and also in light of the standing rules of the Agency, it would be desirable for him to submit at laast in general outlines, and preferably textually to the extent feasible, the substance of his proposed lectures. He is anxious to do this in connection with the forthcoming lectures -- for his own piece of mind since he would like to be double-checked on the things which he should say and those which he should not say with respect to the Guatemalan development. He could and in the material to Mr. Holcomb or myself -- or to you -- and after it has been checked over by one of us, we could arrange to submit it to the Office of Security for such further checking as may be desirable.

4. Mr. Langevin proposes to take a leave of absence of a month or six weeks, starting within the next few days. I believe it would be desirable for Mr. Baker, to start the necessary personnel and other administrative actions, including any additional security clearances which may

which may be necessary, etc., looking toward having everything in line for Mr. Langevin to come aboard officially at the conclusion of this leave.

5. His home address is: 811 Hollywood Blvd.
Hollywood, Florida

FRANK G. WISNER
Deputy Director (PLANS)

cc" COPS -- DD/P
CWH

SECRET

Date:

Mr. Paul D. Langevin

Dear Mr. Langevin:

Reference is made to your contract effective 4 March 1954 with the United States Government, as represented by the Central Intelligence Agency, for the submission of certain information and related services of a confidential nature.

Effective ~~14 September~~ 31 July 1954, said contract is terminated and in lieu thereof the following contract is substituted:

The United States Government, as represented by the Central Intelligence Agency, hereby contracts with you as a Covert Associate for the submission of certain information and related services of a confidential nature under the following terms and conditions:

1. Compensation. In full consideration for the submission of certain information and related services of a confidential nature, you will be compensated at the rate of $8360 per annum. In addition, you will be entitled to authorized overtime in excess of 40 working hours per week at the rate of $1.51 per hour. Payments will be made as directed by you in writing in a manner acceptable to CIA. No taxes will be withheld from any sums paid to you hereunder directly by CIA, but it will be your responsibility to report such sums in accordance with applicable Federal income tax laws and regulations.

2. Travel. You will be advanced or reimbursed funds for necessary expenses incurred in connection with such travel as may be directed or authorized by CIA. This will include per diem in lieu of subsistence in the course of such travel while away from Washington, D. C., and while on temporary duty overseas. You will be required to account for such expenses in accordance with applicable CIA regulations or those of your cover facility, whichever is directed by CIA.

3. Operational Expenses. You will be advanced or reimbursed funds for necessary operational expenses including, but not limited to, entertainment and the purchase of information as specifically approved by CIA. Such funds will be subject to accounting in compliance with CIA regulations.

4. Benefits. (a) You will be entitled to death and disability benefits equal to those authorized under the Federal Employees' Compensation Act, as amended. Claims by you, your heirs, or legal representatives under this paragraph will be processed by CIA in accordance with its procedures in such manner as not to impair security.

(b) You will be entitled to sick and annual leave equal to and subject to the same rules and regulations applicable to CIA employees. Such leave may only be taken at times and places approved in advance by appropriate representatives of CIA.

(c) Civil Service Retirement deductions will not be made from your wages since your employment hereunder is not a covered employment under the Civil Service Retirement Act. However, your status is that of an

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employee of the United States Government paid from Government funds. Therefore, if in the future you are employed by the United States Government in a status covered by the Civil Service Retirement Act, periods of service under this contract will be available as creditable service for retirement purposes in conformance with Civil Service Regulations.

5. Cover. It is anticipated that you will undertake certain cover employment in the course of your performance under this agreement. It is expressly understood and agreed that any and all documents which you may execute in the course of such cover employment are subordinate to this agreement and any contradiction in terms which may in any way amplify, extend or restrict your rights and/or obligations hereunder shall be resolved by this agreement which shall always be dominant.

6. Leave Without Pay. During the term of this contract it is anticipated that you will undertake contracted speaking engagements. For such periods of time necessary to fulfill these commitments you will be considered on leave without pay status under the terms of this agreement.

7. Execution of Documents. If, in the performance of your cover service, you assume the custody of government funds or take title of record to property of any nature whatsoever and wherever situate, which property has in fact been purchased with monies of the U. S. Government, you hereby recognize and acknowledge the existence of a trust relationship, either express or constructive, and you agree to execute whatever documents may be required by CIA to evidence this relationship.

8. Secrecy. You will be required to keep forever secret this contract and all information which you may obtain by reason hereof (unless released in writing by CIA from such obligation), with full knowledge that violation of such secrecy may subject you to criminal prosecution under the Espionage Laws, dated 25 June 1948, as amended, and other applicable laws and regulations.

9. Instructions. Instructions received by you from CIA in briefing, training or otherwise are a part of this contract and are incorporated herein, provided that such instructions are not inconsistent with the terms hereof.

10. Unauthorized Commitments. No promises or commitments pertaining to rights, privileges or benefits other than those expressly stipulated in writing in this agreement or any amendment thereto shall be binding on the Government.

11. Term. This contract is effective as of 1 August 1954, and shall continue thereafter for a period of one (1) year unless sooner terminated by CIA either:

(a) By fifteen (15) days' actual notice to you from CIA, or

(b) Without prior notice, in the event of a breach of this contract by your violation of the security provisions hereof or by your otherwise rendering yourself unavailable for acceptable service.

Remit of 2d page (3 Aug 54)

SECRET

employee of the United States Government paid from Government funds. Therefore, if in the future you are employed by the United States Government in a status covered by the Civil Service Retirement Act, periods of service under this contract will be available as creditable service for retirement purposes in conformance with Civil Service Regulations.

5. Cover. It is anticipated that you will undertake certain cover employment in the course of your performance under this agreement. It is expressly understood and agreed that any and all documents which you may execute in the course of such cover employment are subordinate to this agreement and any contradiction in terms which may in any wayamplify, extend or restrict your rights and/or obligations hereunder shall be resolved by this agreement which shall always be dominant.

6. Offset. Any sums or substantially similar benefits or allowances received from your cover facility will be used to offset those due under this contract by CIA. Sums, similar benefits or allowances thus received through your cover facility are acknowledged and agreed to be payment by CIA within the provisions of this contract. You will report all sums or substantially similar benefits received from your cover facility at least every four (4) months during the term of this contract.

7. Execution of Documents. If, in the performance of your cover service, you assume the custody of Government funds or take title of record to property of any nature whatsoever and wherever situate, which property has in fact been purchased with monies of the U. S. Government, you hereby recognize and acknowledge the existence of a trust relationship, either express or constructive, and you agree to execute whatever documents may be required by CIA to evidence this relationship.

8. Secrecy. You will be required to keep forever secret this contract and all information which you may obtain by reason hereof (unless released in writing by CIA from such obligation), with full knowledge that violation of such secrecy may subject you to criminal prosecution under the Espionage Laws, dated 25 June 1948, as amended, and other applicable laws and regulations.

9. Instructions. Instructions received by you from CIA in briefing, training or otherwise are a part of this contract and are incorporated herein, provided that such instructions are not inconsistent with the terms hereof.

10. Unauthorized Commitments. No promises or commitments pertaining to rights, privileges or benefits other than those expressly stipulated in writing in this agreement or any amendment thereto shall be binding on the Government.

11. Term. This contract is effective as of 15 September 1954, and shall continue thereafter for a period of one (1) year unless sooner terminated by CIA either:

(a) By fifteen (15) days' actual notice to you from CIA, or

(b) Without prior notice, in the event of a breach of this contract by your violation of the security provisions hereof or by your otherwise rendering yourself unavailable for acceptable service.

SECRET

Subject to the availability of appropriations, this agreement may be renewed for successive periods of one year each upon notice from CIA accepted by you. Termination of this agreement will not release you from the obligations of any security oath you may be required to take.

UNITED STATES OF AMERICA

BY ______________________
Special Contracting Officer

ACCEPTED:

____
Paul D. Langevin

WITNESS: ______________________

APPROVED:

____

SECRET

Mr. Paul D. Langevin

Dear Mr. Langevin:

The United States Government, as represented by the Central Intelligence Agency, hereby contracts with you for the submission of certain information and related services of a confidential nature under the following terms and conditions:

1. Compensation. In full consideration for the submission of such information and services, you will be paid an amount calculated at the rate of $7200.00 per annum. Payments will be made as directed by you in writing in a manner acceptable to CIA. No taxes will be withheld from this amount, and it will be your responsibility to report such income under existing Federal income tax laws and regulations.

2. Travel. (a) You will be advanced or reimbursed funds for necessary expenses incurred in connection with such travel as is directed or authorized by CIA. This will include per diem in lieu of subsistence in the course of such travel and while on a temporary duty status away from your permanent station. All travel, transportation and per diem provided for under this paragraph must be properly authorized, and expenses incurred hereunder are subject to payment and accounting in compliance with CIA regulations.

(b) Upon the successful completion of your services under this contract or any renewal thereof, you will be advanced or reimbursed funds for return travel and transportation expenses to your permanent residence in Santiago, Chile

3. Operational Expenses. You will be advanced or reimbursed funds for necessary operational expenses including, but not limited to entertainment and the purchase of information as specifically approved by CIA. Such funds will be subject to accounting in compliance with CIA regulations.

4. Benefits. (a) You will be entitled to death and disability benefits equal to those authorized under the Federal Employees' Compensation Act, as amended. Claims by you, your heirs, or legal representatives under this paragraph will be processed by CIA in accordance with its procedures in such manner as not to impair security.

(b) You will be entitled to continuance of pay and allowances in a manner similar to that set forth in the Missing Persons Act (50 U.S.C.A., App. 1001-1015).

(c) You will be entitled to fourteen (14) calendar days' leave per contract year. Such leave may be accrued during the term of this contract or any renewal hereof except that payment in lieu of unused leave will not be authorized. Such leave may only be taken at times and places approved in advance by appropriate representatives of CIA.

5. Execution of Documents. If, in the performance of your cover service, you assume the custody of government funds or take title of record to property of any nature whatsoever and wherever situate, which property has in fact been purchased with monies of the U.S. Government, you hereby recognize and acknowledge the existence of a trust relationship, either

express or constructive, and you agree to execute whatever documents may be required by CIA to evidence this relationship.

6. Status. You are not an employee of the United States Government under this agreement and are not entitled to any benefits normally incident to an employee status, except as specifically enumerated herein.

7. Instructions. Instructions received by you from CIA in briefing, training or otherwise are a part of this contract and are incorporated herein, provided that such instructions are not inconsistent with the terms hereof.

8. Unauthorized Commitments. No promises or commitments pertaining to rights, privileges or benefits other than those expressly stipulated in writing in this agreement or any amendment thereto shall be binding on the Government.

9. Secrecy. You will be required to keep forever secret this contract and all information which you may obtain by reason hereof (unless released in writing by CIA from such obligation), with full knowledge that violation of such secrecy may subject you to criminal prosecution under the espionage laws dated 25 June 1948, as amended, and other applicable laws and regulations.

10. Term. This contract is effective as of 4 March 1954, and shall continue thereafter for a period of two (2) years, unless sooner terminated by CIA either:

(a) By thirty (30) days' actual notice to you from CIA, or

(b) Without prior notice, in the event of a breach of this contract by your violation of the security provisions hereof or by your otherwise rendering yourself unavailable for acceptable service.

Subject to the availability of appropriations, this agreement may be renewed for successive periods of one year each upon notice from CIA accepted by you. In the event of voluntary termination on your part or termination for cause by CIA prior to the expiration of this agreement or any renewal thereof, you will not be entitled to return travel and transportation expenses to Santiago, Chile. Termination of this agreement will not release you from the obligations of any security oath you may be required to take.

UNITED STATES OF AMERICA

JWIPR 4 May 54

Con [illegible]

BY ________________________

Contracting Officer

ACCEPTED:

____

Paul D. Langevin

APPROVED:

14-00000

SECRET
Security Information

13 June 1952

MEMORANDUM FOR: Record

SUBJECT: PBCROVEL Amendment #1

1. This date copy number four of subject project has been forwarded to Mr. William Rowland for approval in view of the fact that the original and copies number two and three have been temporarily misplaced.

2. As amendment number one to PBCROVEL covers no substantive operations it has not been coordinated with Security and Cover.

3. It is requested that approval of subject project amendment be given as soon as possible in view of the urgency of action as stated in the project itself.

HOMER BRETT, Jr.
WH/Project Coordinator

WHD/HB/jo

Distribution
Orig: CO/CO
cc: Special Contracting Officer (Mr. J.L. Bischoff)
CM (Mr. Ernest W. Pittman)
Chief, Branch I
Project File PBCROVEL WHD/F&O
Chrono F&O

SECRET
Security Information

28 May 1952

MEMORANDUM FOR: CD CO

ATTENTION: Mr. William Rowland

SUBJECT: Project [illegible], Amendment No. 1

1. Forwarded herewith are the original and two copies of subject amendment plus an extra copy of CPC Form 40ha.

2. It is respectfully requested that approval of subject amendment be expedited as the Project Financial Data, Form 40ha, indicates that payment of eight thousand ($8,000.00) dollars to PA L D. LANGEVIN must be made on or about 20 June 1952.

3. Subparagraph six of the Proposal indicates that as a prerequisite to issuance of a loan to LANGEVIN the latter will be required to submit a complete nameplate inventory of all machinery and equipment involved in the loan transaction, its physical existence in his custody, his title to the property, and an approximate evaluation of its worth (as determined by WHD station personnel). WHD will be prepared to do this shortly after Amendment No. 1 is approved and the necessary funds are available for payment.

4. Subparagraph five of the Proposal indicates the details of the loan contract and selection of the appropriate legal instrument to secure a lien on the machinery and equipment will be arrived at through joint agreement of WHD, CCC and the Legal Division. These financial details will be arranged subsequent to approval of the amendment in question and will comprise the financial plan governing the expenditure of the funds requested.

J. C. KING
C/WH

WHD/JCK/[illegible]/VLC/PB/jc

Distribution
Orig: CD/CO
cc: Special Contracting Officer (Mr. J. [illegible]schoff)
CM (Mr. Ernest W. Pittman) ✓
Chief, Branch I
Project File [illegible] WHD/[illegible]
Chrono WHD/P&O